

VOICE MAIL INSTRUCTIONS

All of your voice messages will reside in your personal mailbox, which is protected by a passcode. When you access your mailbox for the first time, a user tutorial automatically activates. This tutorial will guide you through your first mailbox session, explain how to record a greeting and your name, and prompt you to establish a passcode. You will be asked to record a greeting that callers will hear when they call your mailbox.

You are prompted to record your name so that the system can address you when you call into the system. You will always be prompted for your passcode before accessing your mailbox. During the tutorial, you will be prompted to establish a passcode number with 6 to 10 digits. Please define a passcode that you can remember, but do not select something trivial such as "1234."

ACCESS YOUR MAILBOX FROM HOME:

1. Dial *98 from your home or office to access voice mail.
2. Enter your passcode when prompted.

ACCESSING YOUR MAILBOX FROM ANOTHER NUMBER:

OPTION 1:

1. Dial 503.631.5000 voice mail access number.
2. Enter your mailbox number (phone number) followed by the # key.
3. Enter your passcode when prompted.

OPTION 2:

1. From a remote location dial your home number.
2. Interrupt your greeting by pressing * key.
3. Enter your passcode when prompted followed by the # key.

STANDARD PROMPTS (Login to your mailbox.)

AT THE MAIN MENU:

- Press 1 to listen to your messages.
- Press 2 to send a message.
- Press 3 to edit your greetings.
- Press 4 to change your settings.
- Press 5 to work with reminder messages.
- Press 6 to get your deleted messages.
- Press 7 to leave current voice mailbox and log-on as another subscriber.
- Press 0 to get more help.
- Press * to log out and exit.

WHILE PLAYING A MESSAGE:

- Press 1 to rewind the current message.
- Press 3 to skip forward in the current message.
- Press 5 to hear the date and time for the current message.
- Press 7 to delete the message.
- Press 9 to return to the Main menu.

AFTER PLAYING A MESSAGE:

- Press 1 to repeat the message.
- Press 2 to save the message.
- Press 3 to delete the message.
- Press # to leave as new or skip to the next message.