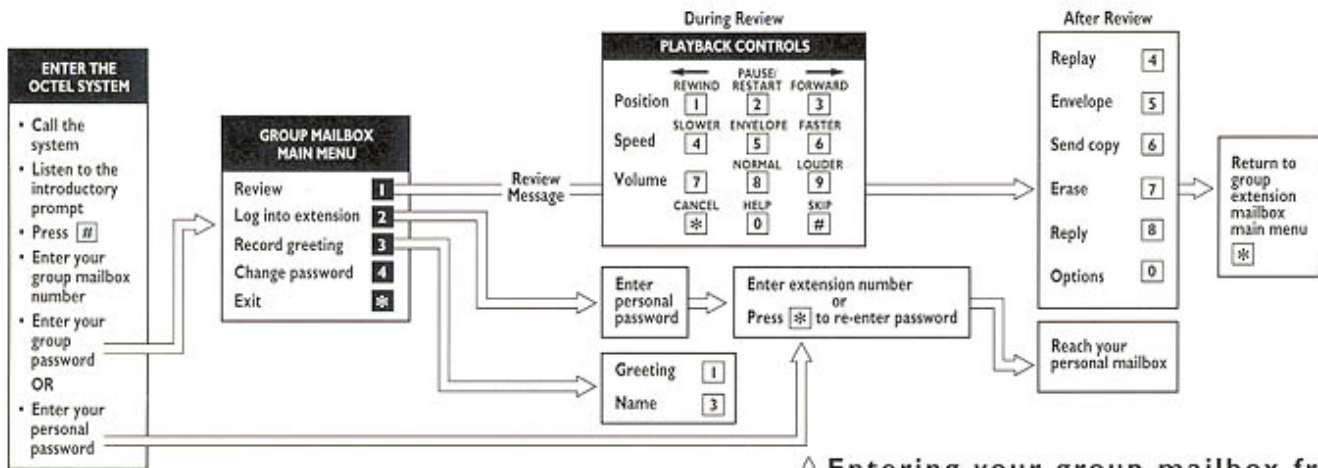


SHARING A TELEPHONE



◇ Subscribers who share the same telephone have two types of mailboxes. One is a personal, private mailbox for sending and receiving messages. The other is a group mailbox, which is available for callers who do not select a personal mailbox destination from the menu. Both of these mailbox types are part of Octel system features called Extension Mailbox (for businesses) or Campus Messenger (for educational institutions).

◇ Entering your group mailbox from your shared telephone

- ▶ Call the Octel system
- ◇ ▶ Press # to indicate that you have a mailbox on the system
- ◇ ▶ Enter the group mailbox number

NOTE: The above two steps are not required if your extension is integrated with your mailbox. See your system manager if you have questions.

- ▶ Enter your group password