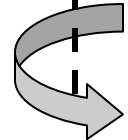


**STEP 1  
FOLD  
HERE**

<p><b>Record &amp; Send a Message to other Mailbox Users or Group:</b></p> <ol style="list-style-type: none"> <li>1. Login to your Mailbox</li> <li>2. Press 2 to Record &amp; Send a Message</li> <li>3. Build your recipient list:</li> <li>&gt; Press 1 to send by Mailbox Number (last 7-digits of VM number)</li> <li>&gt; Press 2 to send by Name Dial (first 3-digits of First or Last Name)</li> <li>&gt; Press 3 to send by Group Number (see Groups)</li> <li>4. When you finish your recipient list, press 8 to proceed.</li> <li>5. Follow prompts to record your message, then press # when finished</li> <li>6. Choose sending options</li> <li>7. When finished, press 8 to send message</li> </ol> <p><b>Forward an Existing Message:</b></p> <p>When listening to a message, press 4, then follow steps 3-7 above.</p>	<p style="text-align: center;"><b>segway</b> communications</p> <p><b>Need Help?</b> Call 1-877-734-9292 or email SBMAOR@segwaycommunications.com</p> <hr/> <p><b>Play Messages:</b></p> <ol style="list-style-type: none"> <li>1. Login to your Mailbox</li> <li>2. Press 1 to Play Messages</li> <li>3. Follow system prompts to Keep or Discard Messages</li> </ol> <hr/> <p><b>To Login to Your Mailbox:</b></p> <ol style="list-style-type: none"> <li>1. Call your VM Number</li> <li>2. Press * during your greeting</li> <li>3. Enter your Pass Code</li> </ol> <hr/> <p><b>Change Greeting, Name or Pass Code:</b></p> <ol style="list-style-type: none"> <li>1. Login to your Mailbox</li> <li>2. Press 8 for User Options</li> <li>&gt; Press 1 to change your Greeting</li> <li>&gt; Press 2 change your Name Tag</li> <li>&gt; Press 3 to change your Pass Code</li> <li>3. Follow prompts based on your selection</li> </ol>
<p><b>GROUPS</b></p> <p><b>Create a Group/Distribution List:</b></p> <ol style="list-style-type: none"> <li>1. Login to your Mailbox</li> <li>2. Press 6 for Group Setup</li> <li>3. Press 5 to Create a Group           <ul style="list-style-type: none"> <li>&gt; The system will create a Group and assign a Group Number. Write down the Group Number for your records.</li> </ul> </li> <li>4. The system will say: "No Group Description has been recorded."</li> <li>5. Press 4 to Record Group Description</li> <li>6. Follow prompts to Record, then press 9 when finished</li> <li>7. Press 3 to Accept the Group Description</li> <li>8. Press 9 to Exit Group Setup</li> </ol> <p><b>Note:</b> Once your group is created, notify all users who should join. Give them the Group Number so they can Add themselves.</p>	<p><b>GROUPS</b></p> <p><b>Add or Remove yourself from a Group/Distribution List:</b></p> <ol style="list-style-type: none"> <li>1. Login to your Mailbox</li> <li>2. Press 6 for Group Setup</li> <li>3. Press 1 to Select a Group by Group Number</li> <li>4. Enter the Group Number, followed by the # sign</li> <li>5. Press:           <ul style="list-style-type: none"> <li>&gt; 6 to Add yourself to the Group</li> <li>&gt; 7 to Remove yourself from the Group</li> </ul> </li> <li>4. Press 9 to exit Group Setup</li> </ol>



**STEP 2  
FOLD HERE**



**STEP 3  
CUT ALONG THE  
DOTTED LINE**