

## **Instructions for Express Messaging**

Sometimes you may need to leave a message for someone, without the need of speaking to them. Voice mail users have the option of leaving a message without having the recipient's telephone ring. This can easily be done by using a feature called "express messaging" that is available through our voice mail system.

The steps to leave an Express Message are:

- Dial 3-7800
- Press \* \*
- Enter the recipient's extension number, press #
- Record your message
- Hang up