

WHAT IS THE VOICEMAIL SERVICE?

The Legal Clinic's voicemail service:

- Provides you with a personal phone number with a voice mailbox. This will allow you to receive messages from your attorney more easily.
- You can retrieve these messages toll free from any touchtone phone.



HOW DO I SET UP MY VOICE MAILBOX?

- First, call the Legal Clinic at 202-328-5500.
- Explain that you are calling to set up your voice mailbox. Please have the name of the attorney who is helping you when you call.
- The person you speak with will tell you your mailbox number and your password. You may want to write your mailbox number and password down below.

MY MAILBOX NUMBER IS:

MY PASSWORD IS:

(Keep this a secret).

HOW DO I CHECK MY MESSAGES?

- Dial **1-888-288-8893**. This is a toll free call.
- The greeting will ask you to enter the area code and phone number (your mailbox number) followed by the # key.
- The greeting will then ask you to enter your password followed by the # key.
- After you have listened to a message, you can erase it by pressing 3 or save it by pressing 2.

THINGS TO KEEP IN MIND:

- People can **leave you messages** by calling 1-888-288-8893 and entering your mailbox number.
- **DO NOT FORGET YOUR PASSWORD.** If you do, contact the Legal Clinic right away.
- If you save too many messages in your mailbox, you **CANNOT** receive any new messages. You should periodically delete old saved messages.
- You can only save messages for 30 days. If you leave a message in your mailbox longer, the voicemail system will automatically delete it.

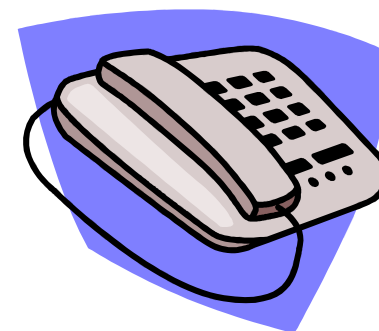
- **Write down** your messages while listening to them and then erase them as soon as possible.
- **Your voice mailbox will only be active while you have an open case with the Legal Clinic.** When your legal case has been completed, your voice mailbox will be closed.

FOR MORE INFORMATION, PLEASE CONTACT:

**Washington Legal Clinic
for the Homeless**
1200 U Street. NW, Third Floor
Washington, D.C. 20009
Tel: (202) 328-5508
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WASHINGTON LEGAL CLINIC FOR THE HOMELESS

Voice Mail Service



- The Washington Legal Clinic for the Homeless provides free voicemail for clients.
- This service will make it easier to stay in touch with the lawyer who is helping you with your case.
- Use this brochure to learn how to operate your voice mailbox.