

MEMORANDUM

TO: All Audix Voice Mail Users
FROM: Information Technology Services (ITS)
SUBJECT: Audix Voice Mail Maintenance

On Friday October 31, 2003, from 5:30 P.M. to 8:00 PM staff from Information Technology Services (ITS) will perform routine maintenance on the centralized Audix Voice mail system. It is strongly recommended that all users of the system discard any saved unnecessary voice mail messages before the scheduled maintenance date.

Thank you for your patience and cooperation.

If you have any questions regarding this memo, please call Support Services at 305-995-3705(0)