

GETTING STARTED WITH VOICE MAIL

LOGIN INSTRUCTIONS:

Dial 8-8111 to reach the INTUITY Voice Mail System.

At the prompt dial your 5 digit extension followed by # or just # if you are calling from your own extension.

At the prompt enter your default password which is _____ followed by the # sign. This is used for the initial login and is a temporary password only.

At this point you will be prompted to record your name (not personal greeting) in your new mailbox.

At the next prompt enter a minimum 4-digit password as required by the system.

After you have entered your new password and have confirmed the entry, it is installed as your new password. You will then use this new password whenever you login. To change your password, enter 5 at the main menu.

PERSONAL GREETINGS:

Log into the INTUITY Voice Mail System.

Press 3 to create your personal greeting(s). (You may have up to 9 personal greetings.) Then press 1 to create a greeting then press 1 again for greeting 1 or press 2 for greeting 2 etc. Record your greeting and press 1 when you are finished. Press 2 3 to listen to the greeting you just recorded. Press * # to approve and press 1 to activate the new greeting.

GETTING YOUR MESSAGES:

Log into the INTUITY Voice Mail System.

Press 2 to get your messages and press 0 to listen to the message. Press *D to delete the message. **Messages will be stored for 10 calendar days ONLY.**

CALL COVERAGE:

Press *8 to send your calls to voice mail immediately. This will make it so your phone will not ring; callers will go directly to your voice mail greeting.

Press #88 to deactivate this feature.

TO FORWARD WITH A COMMENT:

Listen to the message. Press 1 2 to begin recording. Record your comment and press 1 when done. Then enter * # for approval of your comment. Enter the recipient's five digit extension number and press #. Press **# for AUDIX to send the message immediately.

TO CHANGE YOUR PASSWORD:

Press 5 at the main menu and then enter 4. This password needs to be at least 4 characters long and no more than 10 characters.

TO REPLY IMMEDIATELY TO AN INCOMING MESSAGE:

Listen to the message and press 1 and then 7 without attaching the original message. Speak your message and press **# to stop recording, approve and send immediately.

OUTCALLING:

(This is a feature that allows your voice mailbox to call a pager or home number, etc. when a message is left in your voice mailbox.)

Log into the INTUITY system.

Press 6 for outcalling administration and press Y to turn on and N to turn off.

TO CHANGE AN OUTCALLING NUMBER:

Log into the INTUITY system.

Press 6 and then 1, enter new number, following instructions and then press Y to turn outcalling on and press N to turn outcalling off.

8/07

HELPFUL HINTS WHEN LISTENING TO MESSAGES:

To rewind back 4 seconds– Press 2

To pause – Press 3

To make louder – Press 4

To backup 4 seconds – Press 5

To advance 4 seconds – Press 6

To make softer – Press 7

To make slower – Press 8

To make faster – Press 9

To listen/replay – Press 0

Press # to skip to the next message

BASIC COMMANDS:

Help *H

Restart *R

Wait *W

Look up Name **N

Delete *D

Undelete **D (only if you haven't went on to the next message.)

**QUESTIONS? PLEASE CALL
TELECOMMUNICATIONS AT
8-8010.**

**WESTERN OREGON
UNIVERSITY**



**INTUITY
VOICE MAIL SYSTEM**

**Telecommunications
(503) 838-8010**