

INTUITY VOICE MAIL TIPS

LOGGING IN	TO GET MESSAGES
1. Dial (If logging in from off campus, dial 626-395-3100)	1. Log in
2. Enter extension number and #	2. Press 2 (To get messages)
3. Enter password and #	3. Header will play. Press 0 to hear message
	4. Options:
TO RECORD A PERSONAL GREETING	Press 5 to rewind 1.5 seconds
1. Log in (see above)	Press 6 to fast forward 1.5 seconds
2. Press 3 (To administer personal greeting)	Press 4 to increase volume
3. Press 1 (To create a greeting)	Press 7 to decrease volume
4. Press 1 (To record greeting #1)	Press 8 to slow down
5. Press 1 (To begin recording)	Press 9 to speed up
6. Record after tone	Press 0 to re-play the entire message
7. Press 1 when done recording	Press **8 to undelete
8. Press 2, 3 to listen to the greeting	Press **4 to keep as new message
Press 2, 1 to re-record greeting	5. Press *3 to delete or # to save
9. Press # to approve recording	
10. Press 1 to activate greeting	
TO CHANGE YOUR PASSWORD	TO FORWARD A MESSAGE
1. Log in	1. Press 1 after listening to the message
2. Press 5 (To change personal options)	2. Press 2 (To forward with comment)
3. Press 4 (To change your password)	3. After the tone record your comment
4. Enter new password and #	4. Press # to approve
5. Re-enter new password and #	5. Enter extension number to forward call to
	6. Press # (you can enter more than 1 extension)
	7. Press # (To Send Message)
TO RE-RECORD YOUR NAME	REPLY TO AN INTEROFFICE MESSAGE
1. Log in	1. Press 1 after message plays
2. Press 5 (To change personal options)	2. Press 1 (To respond to sender)
3. Press 5 (To record your name)	3. Press Y to attach original message or N to send reply only
4. Record at the tone and press # to approve	4. A tone record your message
	5. Press # to approve and send your reply