

# VOICE MAIL PRO – INTUITY MODE

## End User Reference

### FIRST TIME LOGIN (FROM YOUR DESK)

1. Dial the voice mail access number **\*17**.
2. Enter your extension number followed by **[#]**.
3. Enter the default password **2580**, followed by **[#]**.
4. Enter a **new password (minimum of 4 digits)** followed by **[#]**.
5. Re-enter your **new password** followed by **[#]**.
6. Press **[1]**, and follow the prompts to **record your name**.
7. Press **[#]** to approve the name you have recorded.
8. **Record your greeting:**
  - Dial **[\*][7]** (to return to the main menu).
  - Dial **[3][1][1]** and follow prompts to record your greeting. *Tips when recording:*
    - Press **[1][2][3]** to play back (hear) your greeting when finished recording.
    - Press **[\*][3]** to erase your recording and follow prompts to begin again.
  - Press **[#]** to approve your recorded greeting.
  - Press **[1]** to activate the greeting for all calls (this overrides the system default greeting).

### STANDARD LOGIN - HOW TO ACCESS YOUR MAILBOX

#### ACCESS YOUR VOICE MAIL FROM AN OFF-SITE LOCATION

1. Dial the main number: **270-653-2341**.
2. Press **\*7** During the Greeting
3. Press **1** to Check Voicemail
4. Enter your extension number followed by **[#]**.
5. Enter your password followed by **[#]**.

#### ACCESS YOUR VOICE MAIL FROM DESK

Press the **Message Key** (*Envelope Button*)