



Your Personal Intuity Voicemail Reference Menu

LOG IN

? In Office: Press **VOICEMAIL** or Dial **4-2000** or **4-1111**.
 ? Out of Office: Dial **202-994-2000** or **202-994-1111**.
 ? Enter your extension and #. (**SHORTCUT: If you're calling from your desk phone, just press #**)
 ? Enter your password and #. (**If you're logging in the first time, your password is #.**)

MAIN

1 Record and Send Messages
ABC 2 Get and Respond to Messages
DEF 3 Create Personal Greetings
GHI 4 Check Outgoing Messages
JKL 5 Change Password/Create Lists/Personal Directories
PRS 7 Scan Messages Quickly

BASIC COMMANDS

HELP	*H or	*4
Return to Activity Menu	*R or	*7
Delete	*D or	*3
Undelete	**U or	**8
Wait	*W or	*9
Transfer to another extension	*T or	*8
Look up name/extension in Directory	**N or	**6
Exit System	**X or	**9
Hold Message in Category	**H or	**4

USE WHILE ADDRESSING:

Alternate addressing (switch between name/ext.)	*A or	*2
Use Mailing List	*L or	*5

