The Most Important Feature in Your Intelliverse Message Center

DISTRIBUTION LISTS
Modifying Your Distribution Lists
(Classic Plus Only)

Press [8 TUV] for **U**ser options
Press [5 JKL] to modify a distribution **L**ist

Enter the list number preceded by a "0" (1-99).

Then press:

[2 ABC] to **A**dd a new member - Enter the 7 or 11 digit mailbox number

[3 DEF] to **D**rop a member - Enter the 7 or 11 digit mailbox number

[6 MNO] to record a **N**ame for this list

[7 PRS] to **P**lay this list

[9 WXY] to e**X**it to the main menu

Making a Message to Distribution Lists

(Classic Plus Only)

Press [6 MNO] to **M**ake a message

Enter the distribution list number preceded by a "0" (1-99). Remember, your message center has several distribution lists into which you can load mailbox numbers, depending on your level of service.

Press [#] to record your message

Press [9 WXY] to send your message and e**X**it to the main menu

Messaging Tips

Tip Toe Feature:
Press [8 TUV] [#] to skip (**T**ip Toe) to the next message.

Press [8 TUV] [*] to skip (**T**ip Toe) to the previous message.

Rewind / Fast Forward Feature:
Press [*] to move backward 5 seconds when listening to a message.

Press [#] to move forward 5 seconds when listening to a message.

Pause Feature:
Press [1] to pause a message for 3 seconds and press any key to resume play.

Oops Feature:
If you accidentally discard a message, press [*] before pressing any other key to retrieve the message.

Time Saver Feature:
When calling your voice mailbox, if you hear a ring, you know there are no new messages.

INTELLIVERSE
communications solved.

Quick Reference Guide
Welcome to the Intelliverse Network!

Entering Your Mailbox

1. Dial your Mailbox Number:

_____

2. Interrupt the greeting while it is playing by pressing `*`

3. Enter your passcode:_____

Setting up Your Mailbox

Follow the prompts in the tutorial to set up your mailbox.

Important note: You must complete the tutorial or your mailbox will reset to its original passcode and all recording will be lost.

Making a Message

(Classic Plus Only)

Press `6 MNO` to **M**ake a new message

Enter the mailbox numbers of each person to whom the message will be sent. Enter another mailbox number or press `#` to record your message.

Record your message and then press:

`7 PRS` to **R**eview your recording

`3 DEF` to **D**iscard your recording and re-record

`2 ABC` to **A**ppend to your recording

`6 MNO` to access **M**essage Addressing options

`9 WXY` to send the message and e**X**it

Playing, Answering and Giving a Message

`7 PRS` to **P**lay the current message

`2 ABC` to **A**nswer the message
→ Record your answer

`4 GHI` to **G**ive the message to another user (Classic Plus Only)
→ Enter the mailbox number you want to give the message to
→ Enter another mailbox number or press `#` to record your message

`5 JKL` to **K**eep the message

`3 DEF` to **D**iscard the message

Once you answer a message or give it to another user you can:

Press `5 JKL` to **K**eep the original message, or

Press `3 DEF` to **D**iscard the original message

Messaging Addressing Options

(Confidential, Urgent or Receipt)

The message addressing menu allows you to request several options:

After you Make, Answer, or Give a message,

Press `6 MNO` to access **M**essage addressing options.

Then choose:

`2 ABC` to mark **C**onfidential

`7 PRS` to request a **R**eceipt

`8 TUV` to mark a message **U**rgent

`3 DEF` to activate **F**uture delivery

`9 WXY` to e**X**it addressing option

User Options

(Change your Greeting, Nametag or Passcode)

Press `8 TUV` for **U**ser options

`4 GHI` to change your **G**reeting

`6 MNO` to change your **N**ame

`7 PRS` to change your **P**asscode

`2 ABC` to change **C**all schedule options

`5 JKL` to modify a distribution **L**ist

`9 WXY` to e**X**it user options