

The Most Important Feature in Your Intelliverse Message Center

DISTRIBUTION LISTS

Modifying Your Distribution Lists

(Classic, Deluxe, and Elite services)

Press **[TUV 8]** for User options

Press **[JKL 5]** to modify a distribution List

Enter the list number preceded by a "0"
(02-099, depending on your level of service).
Then press:

[ABC 2] to Add a new member

[DEF 3] to Drop a member

[MNO 6] to record a Name for this list

[PRS 7] to Play this list

[WXY 9] to eXit to the main menu

Making a Message to Distribution Lists

Press **[MNO 6]** to Make a message

Enter the distribution list number preceded by a "0" (02-099). 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 **[WXY 9]** to send your message and eXit to the main menu

Messaging Tips

Tip Toe Feature:

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

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

Rewind / Fast Forward Feature:

Press **[*]** to move backward 3 seconds when listening to a message.

Press **[#]** to move forward 3 seconds when listening to a message.

Pause Feature:

Press 1 to pause a message for 30 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. By hanging up immediately upon hearing the first ring, you should avoid any charges. This feature can equal significant savings for subscribers who frequently use cellular, hotel, and pay telephones.

Quick Reference Guide



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

Press **MNO 6** 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:

PRS 7 to **R**eview your recording

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

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

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

WXY 9 to send the message and **eX**it

Playing, Answering and Giving a Message

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

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

GHI 4 to **G**ive the message to another user
(Classic, Deluxe and Elite only)
→ Enter the mailbox number you want to give the message to
→ Enter another mailbox number or press **#** to record your message

JKL 5 to **K**eep the message

DEF 3 to **D**iscard the message

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

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

Press **DEF 3** 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 **MNO 6** to access **M**essage addressing options.

Then choose:

ABC 2 to mark **C**onfidential

PRS 7 to request a **R**eceipt

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

DEF 3 to activate **F**uture delivery

WXY 9 to **eX**it addressing option

User Options

(Change your Greeting, Nametag or Passcode)

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

GHI 4 to change your **G**reeting

MNO 6 to change your **N**ame

PRS 7 to change your **P**asscode

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

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

WXY 9 to **eX**it user options