The Most Important Feature in Your Intelliverse Message Center

DISTRIBUTION LISTS
Modifying Your Distribution Lists
(Classic, Deluxe, and Elite services)

Press ⑧ for **U**ser options

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

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

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

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

⑥ to record a **N**ame for this list

⑦ to **P**lay this list

⑨ to e**X**it to the main menu

Making a Message to Distribution Lists

Press ⑥ to **M**ake 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 ⑨ to send your message and e**X**it to the main menu

Messaging Tips

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

Press ⑧ * to skip (**T**ip 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

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

Press **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:

- **7** to **R**eview your recording
- **3** to **D**iscard your recording and re-record
- **2** to **A**ppend to your recording
- **6** to access **M**essage Addressing options
- **9** to send the message and e**X**it

Playing, Answering and Giving a Message

- **7** to **P**lay the current message
- **2** to **A**nswer the message
  → Record your answer
- **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
- **5** to **K**eep the message
- **3** to **D**iscard the message

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

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

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

Then choose:

- **2** to mark **C**onfidential
- **7** to request a **R**eceipt
- **8** to mark a message **U**rgent
- **3** to activate **F**uture delivery
- **9** to e**X**it addressing option

User Options
(Change your Greeting, Nametag or Passcode)

Press **8** for **U**ser options
- **4** to change your **G**reeting
- **6** to change your **N**ame
- **7** to change your **P**asscode
- **2** to change **C**all schedule options
- **5** to modify a distribution **L**ist
- **9** to e**X**it user options