

USING INTUITY FOR THE FIRST TIME

ACTIVITY

PROCEDURE

CALL THE SYSTEM

1. FROM YOUR DESK DIAL **5001**
FROM OUTSIDE DIAL **508-910-5001**

LOG IN

2. DIAL YOUR **4 DIGIT EXTENSION**
FOLLOWED BY THE **# SIGN**
3. ENTER THE **DEFAULT PASSWORD**
WHICH IS **2244** FOLLOWED BY THE
SIGN.

RECORD YOUR NAME

(YOUR NAME WILL BE HEARD BY ANYONE WHO REACHES YOUR MAILBOX OR RECEIVES A VOICE MAIL MESSAGE FROM YOU.)

4. WHEN PROMPTED, **DIAL 1** AND
SPEAK YOUR **FIRST AND LAST**
NAME ONLY, THEN **PRESS 1**
AGAIN TO STOP RECORDING.
PRESS # SIGN TO APPROVE.

CREATE A NEW PASSWORD

5. WHEN PROMPTED, DIAL YOUR
NEW PASSWORD (FROM 5 TO
15 DIGITS) FOLLOWED BY THE
SIGN.

6. WHEN PROMPTED, **RE-ENTER**
YOUR **NEW PASSWORD**,
FOLLOWED BY THE **# SIGN.**

CREATE A PERSONAL GREETING

(AT THIS POINT IT IS STRONGLY RECOMMENDED YOU CREATE YOUR OWN PERSONALIZED GREETING TO REPLACE THE SYSTEM GREETING)

7. **PRESS 3** TO ADMINISTER
GREETING.
8. **PRESS 1** TO CREATE A NEW
GREETING.
9. ENTER GREETING NUMBER **(1-9)**
10. WAIT FOR THE TONE, THEN
SPEAK YOUR GREETING.
11. TO STOP RECORDING **PRESS 1**
TO REVIEW RECORDING PRESS
2, 3.
TO DELETE AND RE-RECORD
PRESS *D.
12. TO APPROVE RECORDING, PRESS
THE # SIGN.
13. **PRESS 1** TO ACTIVATE GREETING
FOR ALL CALLS.

****X _ EXIT**

TO SAVE TIME - YOU MAY SKIP VOICE PROMPTS AND ENTER COMMANDS IMMEDIATELY.