

## GETTING STARTED WITH INTUITY

The system is available 24 hours a day and can be accessed from on or off-campus.

### ACCESSING INTUITY:

1. **DIAL 65888** (on-campus) or 836-5888 (off-campus).
2. Enter your **MAILBOX NUMBER #** (The mailbox number is the last five digits of your Missouri State University telephone number.)
3. Asks for password and # sign. The default password is 1. **PRESS 1 #**.  
Please note – your PASSWORD is a “1”.

### ADDING NAME:

4. Asks you to record your name. **PRESS 1** then **SPEAK YOUR NAME AFTER THE TONE**.
5. **PRESS 1**.
6. **PRESS #** to approve.

### ADDING PASSWORD:

7. You are asked to enter a password of four or more digits. Enter **PASSWORD #**
8. Re-enter **PASSWORD #**

### CREATING AND ACTIVATING CALLER GREETING:

9. **PRESS 3** for personal greeting function.
10. **PRESS 1** to create, change, or delete a greeting.
11. **PRESS 1** (or any key 1 though 9). This will be the storage location for the greeting you are about to create.
12. At the prompt **SPEAK GREETING** then **PRESS 1**.
13. **PRESS #** to approve or **PRESS \* 3** to delete and rerecord or **PRESS 2 3** to play back.
14. **PRESS 1** to activate for all calls.

### NOTES

For assistance dial 68580 or 64765.

To return to the top of the menu press \*R.

To send all calls to voice mail, get dial tone then push \*3. To cancel, get dial tone then push #3.