



IP Office

Intuity Mailbox Users Guide

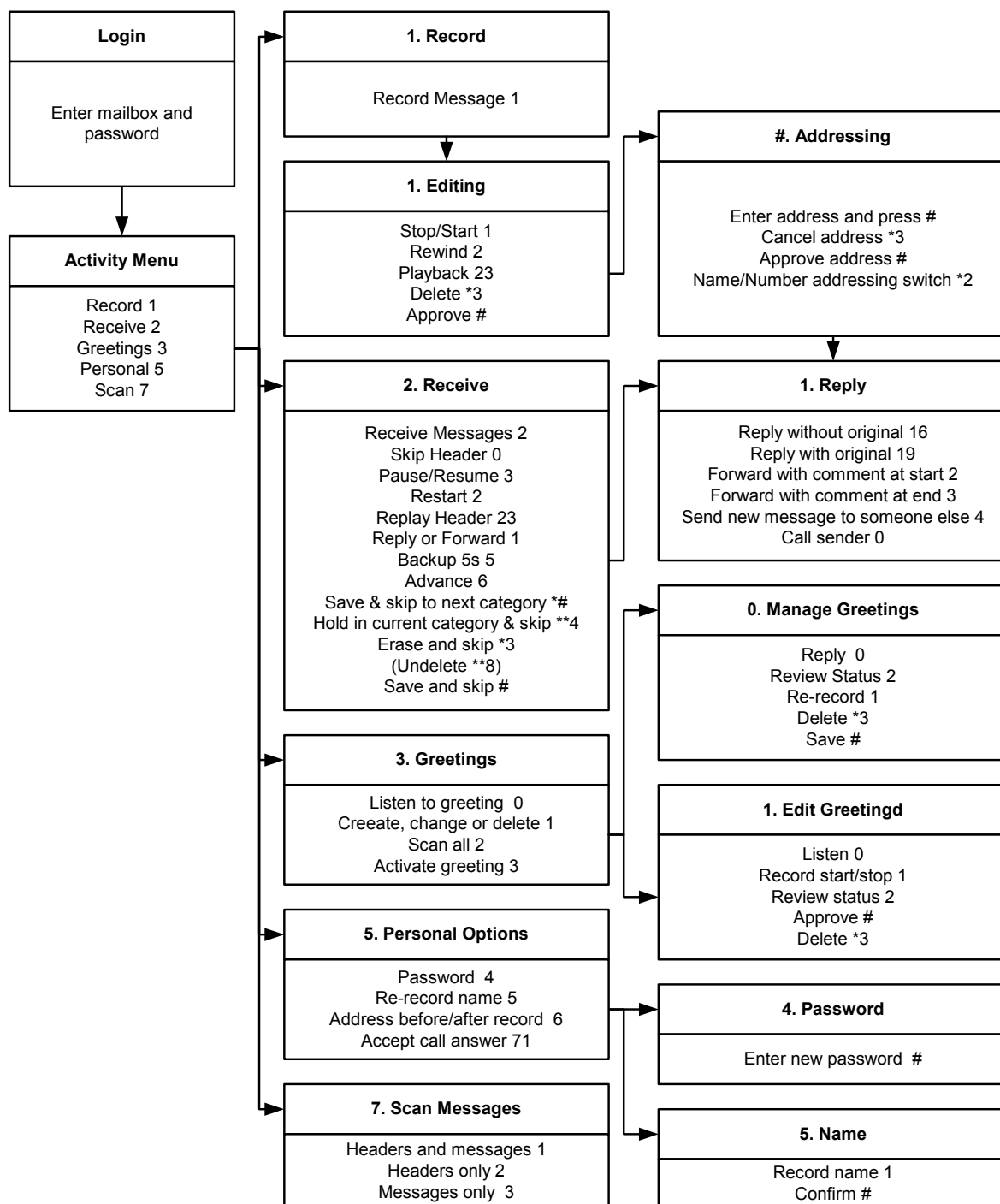
IP Office Intuity Mailbox User

General Operation

All users can use the following default short codes. Your System Administrator will inform you of your mailboxes PIN code.

- **Access your mailbox from your own extension: *17**
- **Turn voicemail on/off: *18 / *19**
- **Turn voicemail ringback on/off: *48 / *49**

- **Note:** Messages are automatically deleted 720 hours after being played.



Caller Actions After Leaving a Message

Callers leaving messages in the mailbox can press # after completing their message rather than hanging up. They will then hear a number of further options. If you want callers to use those option then you need to mention pressing # in your greeting.

The options are:

- Access own mailbox (internal callers only): Press ***R**
- Transfer to another extension: Press ***T**
- Transfer to cover extension: Press **0**
- To end call: Press ****9** or hang-up.
- To access Name/Number Directory: Press ****N**.

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