

AUDIX™ VOICE MESSAGING

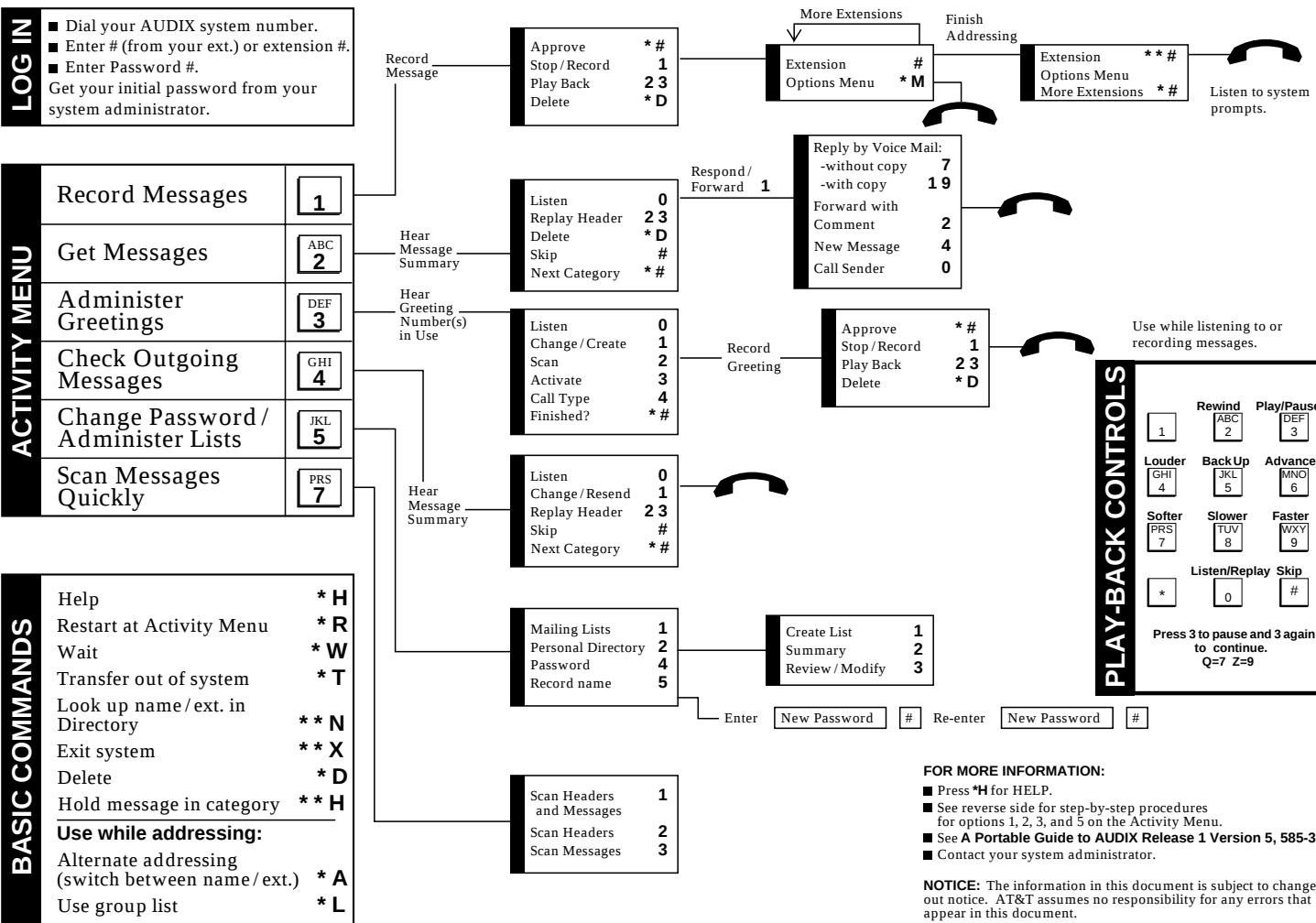
QUICK REFERENCE

AUDIX
System
Number _____ Your
Ext. _____ System
Admin. _____

585-305-707, Issue 2, 10/91

AUDIX
System Number _____

YOUR VOICE MAIL SYSTEM





RECORD MESSAGE

1. Press **1**.
2. Speak message.
 - Edit –**
 - Press **1** to stop / pause.
 - THEN**
 - Press **1** to continue.
 - Press **2 3** to play back.
 - Press ***D** to delete and re-record. (Begin at step 1.)
3. When finished, press ***** to approve.

ADDRESS / SEND MESSAGE

4. Enter recipient's extension and .
 5. Listen to address.
 6. Repeat steps for more addresses.
 7. Press ****** . to send NOW.
 - OR**
 - Press ***** to send with options.
- Options –**
- To schedule future delivery, listen to prompts.
 - To file a copy, press **Y** or **N**



LISTEN TO MESSAGE

1. Press **2**.
2. Listen to message header.
3. Press **0** and listen to message.
 - Options –**
 - Respond, go to step 4.
 - Press **2 3** to play back summary.
 - Press ***D** to delete and skip to next summary.
 - Press to save and skip to next summary.

RESPOND TO MESSAGE

4. Choose one:
 - Call sender directly, press **1 0**.
 - *Reply by voice mail:*
 - Press **1 7** and speak message (to send reply only).
 - OR**
 - Press **1 1 9** and speak message (to attach original).
 - Press ****** to approve and send NOW.
 - OR**
 - Press ***** to approve and send with options.
 - Forward with comment, press **1 2**. Go to **RECORD MESSAGES** step 2 above.



RECORD GREETING

1. Press **3**.
2. Listen to greeting number in use.
3. Press **1** to create / change greeting.
4. Indicate greeting number you will record (1-9).
5. Speak greeting.
 - Edit –**
 - Press **1** to stop / pause.
 - THEN**
 - Press **1** to continue.
 - Press **2 3** to play back.
 - Press ***D** to delete and re-record. (Begin at step 5.)
5. When finished, press ***** to approve.

USE GREETING

7. Press **1** to use greeting for all calls.
 - OR**
 - Press ***** to leave greeting inactive.

NOTE: Depending on your system setup, you may have the ability to create **multiple personal greetings** (up to 9) and to activate them for different call types.

To use the **Multiple Personal Greetings** feature, listen to the system prompts or see **A Portable Guide to AUDIX Release 1 Version 6, 585-305-702**.



**CHANGE
PASSWORD/
ADMINISTER
LISTS**

CHANGE PASSWORD

1. Press **5 4**.
2. Enter new password (up to 15 digits, 0-9) and press **.**
3. Re-enter new password and press **.**

TIPS

- To alternate between extension and name addressing, press ***A**.
- When addressing a message, press ***M** and **1** to make message private, **2** to make message priority, then ***** to continue addressing.
- To approve and send a message NOW, press ******.
- To bypass greetings, press **1** as soon as the system answers and speak your message.

FOR MORE INFORMATION

- Press ***H** for HELP.
- See reverse side for complete voice mail system flow chart.
- See **A Portable Guide to AUDIX Release 1 Version 6, 585-305-702**
- Contact your system administrator at _____

AUDIX
System _____ Your
Number _____ Ext. _____

Use while listening to or recording
messages.

LOG IN

1. Dial your voice mail number.

2. Enter or extension and .

3. Enter password and .

Get your initial password from
your system administrator.

PLAY-BACK CONTROLS

1	Rewind ABC 2	Play/Pause DEF 3
Louder GHI 4	Back Up JKL 5	Advance MNO 6
Softer PRS 7	Slower TUV 8	Faster WXY 9
*	Listen/Replay 0	Skip #

Press 3 to pause and 3 again
to continue.
Q=7 Z=9

ACTIVITY MENU

Record Messages 1	Get Messages ABC 2	Administer Greetings DEF 3
Review Messages GHI 4	Password/ Lists JKL 5	MNO 6
Scan Messages PRS 7	TUV 8	WXY 9
*	0	#

**R Re-log in
Q=7 Z=9

BASIC COMMANDS

Help	*H
Restart at Activity Menu	*R
Wait	*W
Transfer out of system	*T
Look up name/ext. in Directory	**N
Exit system	**X
Transfer call to operator	*0
Delete	*D
Hold message in category	**H

Use while addressing:

Alternate addressing (switch between name/ext.)	*A
Use group list	*L
Options Menu	*M