

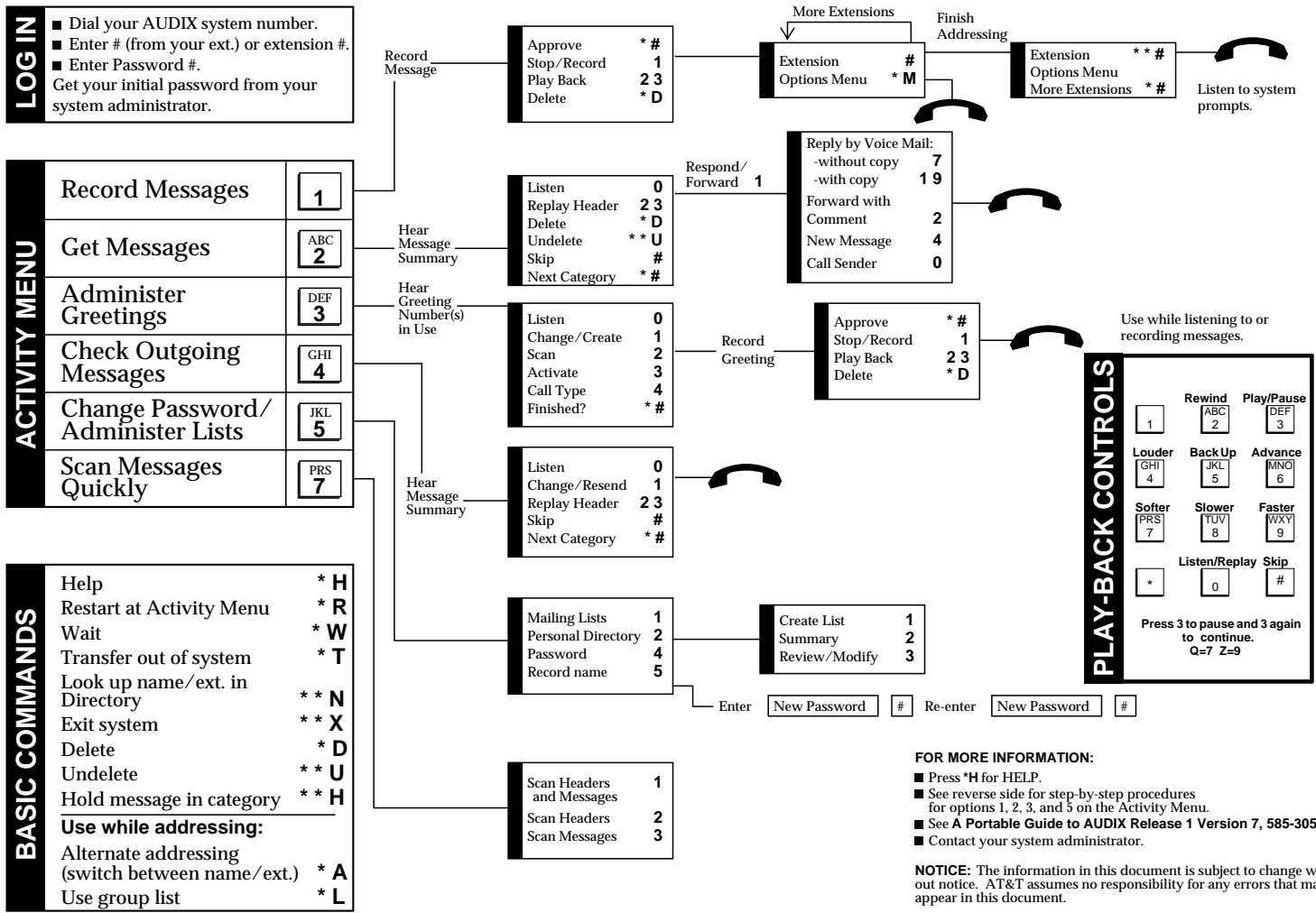
AUDIX[®] VOICE MESSAGING

QUICK REFERENCE

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

585-305-710, Issue 1, 10/92

YOUR VOICE MAIL SYSTEM



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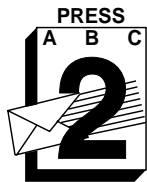
RECORD MESSAGES

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



GET MESSAGES

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. If, immediately after deleting a message, you need to restore it, press **U to undelete the message.
 - 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 MESSAGE** step 2 above.



ADMINISTER GREETINGS

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.)
6. 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 7, 585-305-709**.



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 7*, 585-305-709.
- Contact your system administrator at _____