AUDIX® VOICE MESSAGING

QUICK REFERENCE

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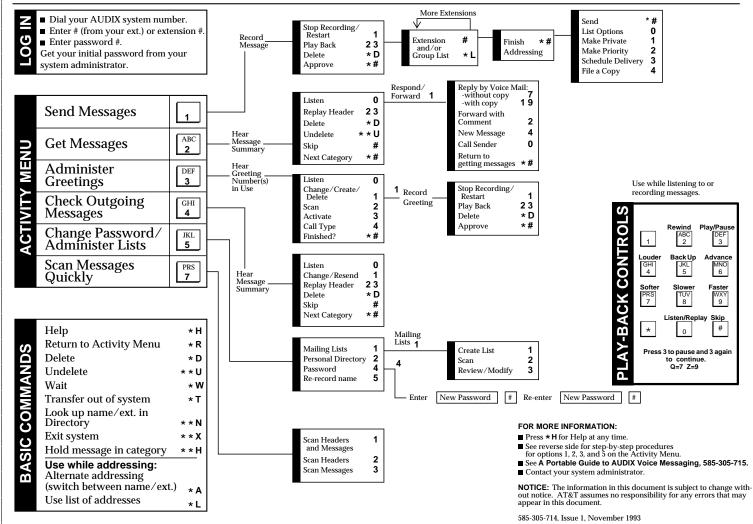System   Your   System
Number _____   Ext. _____   Admin. _____

Voice Messaging
System Number _____

YOUR VOICE MAIL SYSTEM

LOG IN

- Dial your AUDIX system number.
- Enter # (from your ext.) or extension #.
- Enter password #.

Get your initial password from your system administrator.

ACTIVITY MENU

Send Messages	1
Get Messages	ABC 2
Administer Greetings	DEF 3
Check Outgoing Messages	GHI 4
Change Password/ Administer Lists	JKL 5
Scan Messages Quickly	PRS 7

BASIC COMMANDS

Help	* H
Return to Activity Menu	* R
Delete	* D
Undelete	* * U
Wait	* W
Transfer out of system	* T
Look up name/ext. in Directory	* * N
Exit system	* * X
Hold message in category	* * H
Use while addressing:	
Alternate addressing (switch between name/ext.)	* A
Use list of addresses	* L

Record Message

Stop Recording/ Restart	1
Play Back	2 3
Delete	* D
Approve	* #

More Extensions

Extension and/or Group List	# * L

Finish Addressing	* #

Send	* #
List Options	0
Make Private	1
Make Priority	2
Schedule Delivery	3
File a Copy	4

Hear Message Summary

Listen	0
Replay Header	2 3
Delete	* D
Undelete	* * U
Skip	#
Next Category	* #

Respond/ Forward 1

Reply by Voice Mail:	
-without copy	7
-with copy	1 9
Forward with Comment	2
New Message	4
Call Sender	0
Return to getting messages	* #

Hear Greeting Number(s) in Use

Listen	0
Change/Create/ Delete	1
Scan	2
Activate	3
Call Type	4
Finished?	* #

1 Record Greeting

Stop Recording/ Restart	1
Play Back	2 3
Delete	* D
Approve	* #

Hear Message Summary

Listen	0
Change/Resend	1
Replay Header	2 3
Delete	* D
Skip	#
Next Category	* #

Mailing Lists 1

Mailing Lists	1
Personal Directory	2
Password	4
Re-record name	5

Create List	1
Scan	2
Review/Modify	3

4

Enter [New Password] # Re-enter [New Password] #

Scan Headers and Messages	1
Scan Headers	2
Scan Messages	3

PLAY-BACK CONTROLS

Use while listening to or recording messages.

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

FOR MORE INFORMATION:

- Press * H for Help at any time.
- See reverse side for step-by-step procedures for options 1, 2, 3, and 5 on the Activity Menu.
- See **A Portable Guide to AUDIX Voice Messaging, 585-305-715.**
- Contact your system administrator.

NOTICE: The information in this document is subject to change without notice. AT&T assumes no responsibility for any errors that may appear in this document.

YOUR VOICE MAIL SYSTEM

PRESS

1

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 approve address list and access Options Menu.

   For Special Options –
   - Press **0** to hear all available Options Menu selections.
     — Press **1** to make message private.
     — Press **2** to make message priority.
     — Press **3** to schedule delivery.
     — Press **4** to file a copy.
8. Press *** #** to send.

PRESS

A B C

2

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.
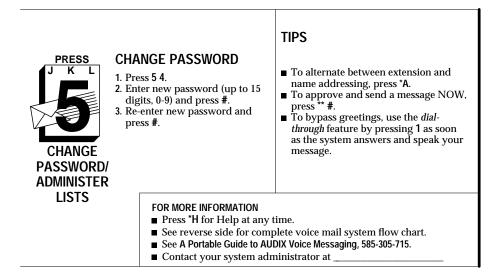   - Press **#** to save and skip to next summary.

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** above.

PRESS

D E F

3

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 Voice Messaging**, 585-305-715.
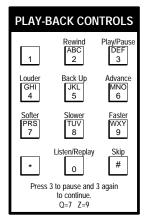
PRESS

5
J K L

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**.
- To approve and send a message NOW, press **** #**.
- To bypass greetings, use the *dial-through* feature by pressing **1** as soon as the system answers and speak your message.

FOR MORE INFORMATION

- Press ***H** for Help at any time.
- See reverse side for complete voice mail system flow chart.
- See **A Portable Guide to AUDIX Voice Messaging, 585-305-715.**
- Contact your system administrator at _____

AUDIX
System
Number _____   Your
                  Ext. _____

_____

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.

ACTIVITY MENU

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

**R Relog in
Q=7 Z=9

Use while listening to or recording
messages.

PLAY-BACK CONTROLS

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

Press 3 to pause and 3 again
to continue.
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
Undelete	**U
Hold message in category	**H
Alternate addressing (switch between name/ext.)	*A
Use group list during addressing	*L
Hear Options Menu (after addressing)	0