

AUDIX™ VOICE MESSAGING

QUICK REFERENCE

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

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

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

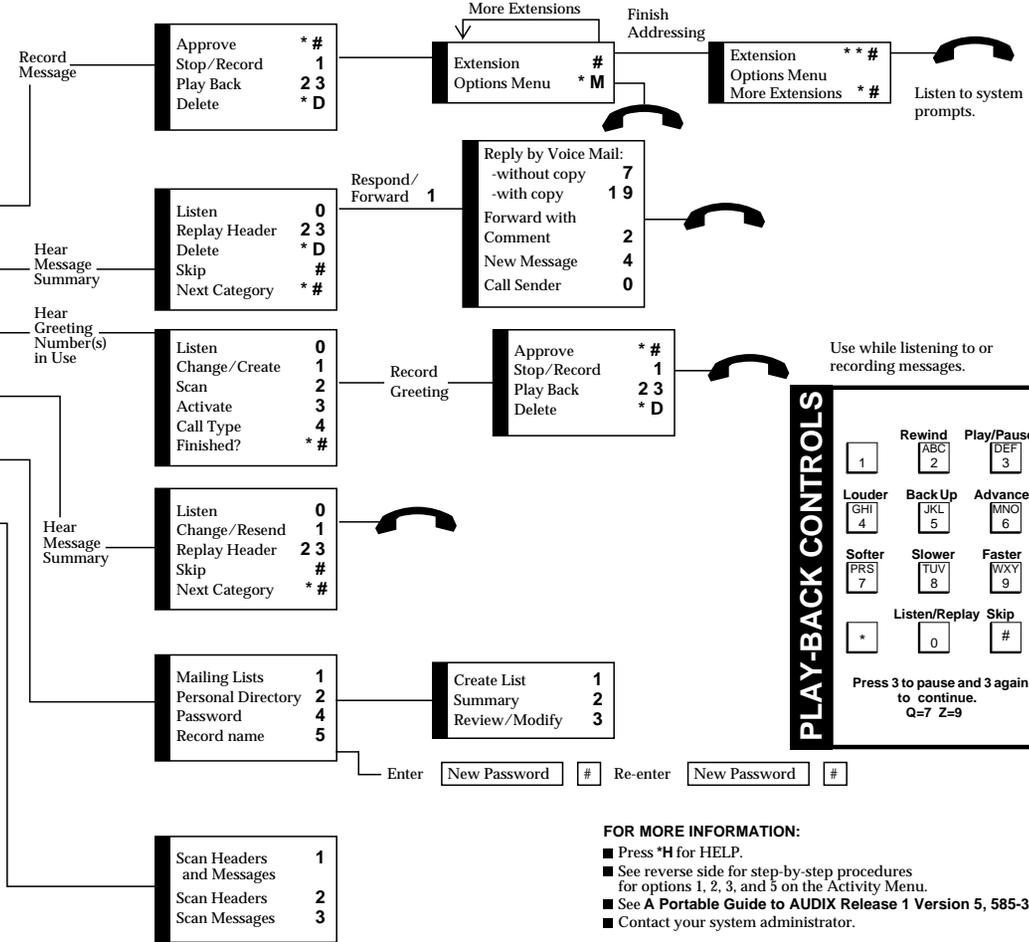
Record Messages	1
Get Messages	ABC 2
Administer Greetings	DEF 3
Check Outgoing Messages	GHI 4
Change Password/ Administer Lists	JKL 5
Scan Messages Quickly	PRS 7

BASIC COMMANDS

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

Use while addressing:

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



FOR MORE INFORMATION:

- Press *H for HELP.
- 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 Release 1 Version 5, 585-305-702.**
- 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.



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.
 - 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.



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.)
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