AUDIX® VOICE MESSAGING

QUICK REFERENCE

AUDIX
System Number __________
Your Ext. __________
System Admin. __________

585-305-714, Issue 1, 11/93
**BASIC COMMANDS**

- **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**

- **LOG IN**
- **PLAY-BACK CONTROLS**
- **Scan Messages Quickly**
- **Help**
- **More Extensions**
  - Extension and/or Group List
  - Finish Addressing
  - Stop Recording/ Restart
  - Play Back
  - Delete
  - Approve

**DRM**

- **Start**
- **Record Message**
- **Message Summary**
- **Greeting Number(s) in Use**
- **Listen**
- **Replay Header**
- **Delete**
- **Undelete**
- **Skip**
- **Next Category**

**Message Record**

- **Hear Message Summary**
- **Hear Greeting**
- **Number(s) in Use**
- **Listen**
- **Change/Create/ Delete**
- **Scan**
- **Activate**
- **Call Type**
- **Finished?**

**Help**

- **Return to Activity Menu**
- **Delete**
- **Undelete**
- **Wait**
- **Transfer out of system**
- **Look up name/ext. in Directory**
- **Exit system**
- **Hold message in category**

**Mailing Lists**

- **Create List**
- **Scan**
- **Review/Modify**

**Use while addressing**

- **Alternate addressing** (switch between name/ext.)
- **Use list of addresses**

**FOR MORE INFORMATION:**

- Press # for Help at anytime.
- See reverse side for step-by-step procedures for options 1, 2, 3, and 4 on the Activity Menu.
- 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.

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YOUR VOICE MAIL SYSTEM

RECORD MESSAGE
1. Press 1.
2. Speak message.
   Edit –
   ▪ Press 1 to stop/pause.
   ▪ 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.

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.

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.
   ▪ Press 2 3 to play back.
   ▪ Press *D to delete and re-record.
   (Begin at step 1.)
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.
**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.
- Contact your system administrator at ____________________
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

<table>
<thead>
<tr>
<th>Record Messages</th>
<th>Get Messages</th>
<th>Administer Greetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Review Messages</th>
<th>Password/Ext.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scan Messages</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

| *               | 0                | # |

**R Reboot
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     "O"
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

PLAY-BACK CONTROLS

Rewind   1
Play/Pause   2

Loudness  4
Back Up    5
Advance    6
Faster     9

Slower      8

*            0
#               3

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

Use while listening to or recording messages.