RECORDING AND SENDING MESSAGES

Sending voice or voice-fax messages

1. From the activity menu
2. Record voice message
3. When finished
4. Specify delivery address (see below)
5. When finished
6. Specify delivery options (see below)
7. Send message

Sending fax-only messages from fax machine

1. From the activity menu
2. Bypass voice recording
3. Specify delivery address (see below)
4. When finished
5. Specify delivery options (see below)
6. Load document into fax machine
7. Send message
8. Press Start key on fax machine

Sending voice-fax messages by forwarding a fax

To send a fax to your own mailbox:

1. Log in to mailbox
2. From the activity menu
3. Forward fax with optional voice message
4. Record voice message
5. When finished
6. Specify delivery address (see below)
7. When finished
8. Specify delivery options (see below)
9. Send message

Specifying delivery address

- For voice user:
  Enter user’s mailbox number, and press
  [9]
- For voice user name addressing:
  Press [*] [2], spell user’s name
  or name of personal list, and press
  [9]
- For personal list, press [*] [5] and then list number
- For fax user:
  Press [*] [*] [5], enter outside line number
  (if needed) and telephone number, and then press
  [9]
  • To cancel address: press [*] [3]
  • To cancel another address: press [*] [*] [*] [3]
  • To list all recipients: press [*] [*] [1]

Specifying delivery options

- Make private/not private (toggle) [1]
- Make priority/not priority (toggle) [2]
- Schedule for future delivery [3]
- Attach a fax [5]

GETTING MESSAGES YOU RECEIVED

Listening to voice/e-mail messages

1. From the activity menu
2. Listen to voice or e-mail message

Responding to messages (optional)

After listening to your message, press [1] to respond to
or forward the message. Then select one of the following:

- Call sender (exits mailbox) [0]
- Reply to sender by voice mail [1]
- Forward with comment at beginning [2]
- Record and address a new message [4]
- Reply to all recipients [5]

If you select any key from the above except [0]:

1. Record and address your message
2. When finished
3. Specify delivery options
4. Send message
5. When finished

Printing fax/e-mail messages

1. From the activity menu
2. Listen to message header
3. Print fax or e-mail portion [*] [1]
4. Print to default machine [#]
5. When finished
6. Specify delivery options (see below)
7. Send message
8. Press [*] [*] [5], enter outside line number
  (if needed) and telephone number
9. When finished

GENERAL TIPS

Not sure which key to press?

- Listen to Help at any time [*] [4]
- Go back to activity menu [*] [7]

Want to save time?

- Bypass greeting when recording [1]
- Bypass header when listening [0]

Want to adjust the way your messages are played?

- Faster [9]
- Slower [8]
- Louder [4]
- Softer [7]
- Skip forward [6]
- Skip backward [5]

Want to configure Personal Operator?

- To set up or change Personal Operator [*] [6]
- To cancel another address: press [*] [*] [*] [3]
- To list all recipients: press [*] [*] [1]

Other options

- Transfer to covering extension [0]
- Transfer to another mailbox [*] [8]
- Make system wait [*] [9]
- Access names or numbers directory [*] [6]
- Disconnect [*] [*] [9]

Creating multiple personal greetings

Listening to your greetings

1. From the activity menu
2. Listen to greetings
3. Enter greeting number [1–4]
4. When finished

Creating or changing greetings

1. From the activity menu
2. Record greetings
3. Enter greeting number [1–4]
4. When finished

Deleting greetings

1. From the activity menu
2. Delete greeting
3. Enter greeting number [1–4]
4. When finished

Changing call types

1. From the activity menu
3. Differentiate
- Busy/no-answer calls (toggle) [1]
- Personal greeting for all calls (toggle)
4. When finished

Assigning greetings to call types

1. From the activity menu
2. Activate greeting
3. Enter optional greeting number
4. Send message
5. When finished

Setting up Call Me/Find Me/Notify Me options

1. From the activity menu
2. Select one of the following:
- Call Me [1]
- Find Me [2]
- Notify Me [3]
3. Select one of the following:
- Enable Call Me/Find Me [9]
- Disable Call Me/Find Me [6]

NOTE: Your system may not support all features.
ABOUT THIS GUIDE

This quick reference guide provides step-by-step instructions on how to perform important tasks when using the Modular Messaging system through the AUDIX® telephone user interface (TUI). For additional information, consult the Modular Messaging TUI guide.

Note: Depending on the way your system is set up, some features in this guide may not be available.

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## Accessing your mailbox

**From your office extension:**
1. Call the system access number.
2. Enter your password followed by [#].

**From someone else’s office extension or from outside of your office:**
1. Call the system access number.
2. Do one of the following:
   - If you are prompted to enter the password for the extension from which you are calling, press [*] [#].
   - If you are prompted to enter the extension of the person you are calling, press [#].
3. Enter your mailbox number.
4. Enter your password followed by [#].

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### Quick Reference Guide

#### RECORD/SEND MESSAGES

**MESSAGE OPTIONS**
- For voice-only or voice/fax:
  - At tone, record message
  - When finished, press [#]
- For fax-only:
  - To bypass recording, press [#] before recording tone sounds

**MESSAGE ADDRESSING OPTIONS**
- Enter destination mailbox number, and then press [#]
- To spell name (person or list) using touchtone keys, press [*] [#] [#] [#]
- To send to personal list, press [*] [#] [#] [#]
- To add to fax machine, press [*] [#] [#] [#] [#] [#]
- OTHER OPTIONS
  - List all recipients
  - Delete current addressee
  - When finished, press [#]

#### GET MESSAGES

**GET MESSAGE OPTIONS**
- Listen to message [#]
- Respond to or forward message [#]
- Reply to header [#] [#]
- Skip to next category [#]
- Skip to next header [#]
- Keep message in current category
- Delete message
- Print fax/e-mail
- Undelete message

**RESPOND/FORWARD OPTIONS**
- Call the sender [#]
- Reply to sender by voice mail [#]
- Forward with comment [#]
- Record new message [#]
- Reply to all recipients [#]

#### PERSONAL GREETINGS

**PERSONAL GREETING OPTIONS**
- Listen to greeting [#]
- Record greetings #]
- Activate greetings [#]
- Delete greetings [#]
- Administer call types [#]

**PERSONAL OPTIONS**
- Administer mailing lists [#]
- Caller Application Announcements [#]
- Set fax preferences [#]
- Change password [#]
- Record name [#]
- Personal Operator [#]

**SEND OPTIONS**
- Send immediately [#]
- Toggle private/not private [#]
- Toggle priority/not priority [#]
- Mark for future delivery [#]

**PRINT OPTIONS**
- Print to default fax/printer [#]
- OR
  - Print to other fax machine:
    - Press [*] [#] [#] [#]
    - Enter outside line number
    - with fax number [#]
- OR
  - Print to this fax machine [*] [#]

**RECORD GREETING OPTIONS**
- Record or re-record [#]
- Play/Pause/Resume greeting [#]
- Delete greeting [#]
- Approve/Save greeting [#]

**PERSONAL LIST OPTIONS**
- Create list [#]
- Scan lists [#]
- Review & modify list [#]

**SCAN OPTIONS**
- Scan headers & messages [#]
- Scan headers only [#]
- Scan message body [#]

**CALL ME/FIND ME/NOTIFY ME**
- Enable Call Me/Find Me/Notify Me [#]
- Disable Call Me/Find Me/Notify Me [#]

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**AUDIX® Telephone User Interface for Avaya Modular Messaging Quick Reference Guide**