RECORDING AND SENDING MESSAGES

Sending voice or voice-fax messages
- From the activity menu
- Record voice message
- When finished
- Specify delivery address (see below)
- When finished
- Specify delivery options (see below)
- Send message

Sending fax-only messages from fax machine
- From the activity menu
- Bypass voice recording
- Specify delivery address (see below)
- When finished
- Specify delivery options (see below)
- Load document into fax machine
- Send message
- Press Start key on fax machine

Sending voice-fax messages by forwarding a fax
To send a fax to your own mailbox:
- Log in to mailbox
- From the activity menu
- Forward fax with optional voice message
- Record voice message
- When finished
- Specify delivery address (see below)
- When finished
- Specify delivery options (see below)
- Send message

GETTING MESSAGES YOU RECEIVED

Listening to voice/e-mail messages
- From the activity menu
- 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)
- Reply to sender by voice mail
- Forward with comment at beginning
- Record and address a new message
- Reply to all recipients

If you select any key from the above except 0:
- Record and address your message
- When finished
- Specify delivery options
- Send message

Printing fax/e-mail messages
- From the activity menu
- Listen to message header
- Print fax or e-mail portions
- Print to default machine
- OR
- To print to machine attached to your telephone

OR
- To print to other machine you specify:
  - Press
  - Enter outside line number (if needed) and telephone number
  - Press

GENERAL TIPS

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

Specify delivery options
- Make private/not private (toggle)
- Make priority/not priority (toggle)
- Schedule for future delivery
- Attach a fax

Want to save time?
- Listen to Help at any time
- Go back to activity menu

Want to save time?
- Bypass greeting when recording
- Bypass header when listening

Want to adjust the way your messages are played?
- Faster
- Slower
- Louder
- Softer
- Skip forward
- Skip backward

NOTE: Your system may not support all features.

NOTE: This Quick Reference Guide should be printed only
on 8½ x 14 inch stock. Printing it on stock of other
sizes (such as 8½ x 11) makes the print too small to read.

Copyright © 2004, Avaya, Inc. All rights reserved. All trademarks identified by ® and ™ are registered trademarks or trademarks respectively of Avaya Inc.
and Avaya Group Ltd. All other trademarks are the properties of their respective owners.

Disclaimer: Avaya is not responsible for any modifications, additions or deletions to this documentation. Subsequent modifications, additions or deletions to this documentation to the extent made by the customer or end user.

Printed in the U.S.A.
05/2004
Document number: 11-300045
Issue 2
ABOUT THIS GUIDE

Voice messaging gives you the ability to communicate effectively with one person or many from any touchtone telephone 24 hours a day. The faster you become familiar with Avaya Modular Messaging, the sooner you can put it to work for you.

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 setup, some features in this guide may not be available.

### ENTERING THE SYSTEM

From your office extension:
- Call the system access number.
- Enter your password followed by [8].

From someone else’s office extension or from outside your organization:
- Call the system access number.
- Do one of the following:
  - If the extension has an associated Modular Messaging mailbox, press [*] [8].
  - If the extension does not have an associated Modular Messaging mailbox, press [8].
- Enter your mailbox number.
- Enter your password followed by [8].

### ACTIVITY MENU

<table>
<thead>
<tr>
<th>[1] RECORD/SEND MESSAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MESSAGE OPTIONS</strong></td>
</tr>
<tr>
<td>For voice-only or voice/fax:</td>
</tr>
<tr>
<td>- At tone, record message.</td>
</tr>
<tr>
<td>- When finished, press [8].</td>
</tr>
<tr>
<td>For fax-only:</td>
</tr>
</tbody>
</table>

| **MESSAGE ADDRESSING OPTIONS** |
| - Enter destination mailbox number, and then press [8]. |
| - To “spell” name (person or list) using touchtone keys, press [*] [2]. |
| Then: |
| - “Spell” full or partial name |
| - Select name from list |
| - To send to personal list, then personal list number [*] [5]. |
| - To address to fax machine, press [*] [5]. |
| **OTHER OPTIONS** |
| - List all recipients [*] [1]. |
| - Delete current address [*] [3]. |
| - To delete the entire message, clear all addresses, then press [8] [8] [8]. |
| - When finished, press [8]. |

**Recording Options**
- Pause / Resume recording [1]
- Play back recording [2] [3]
- Erase and begin again [*] [3]
- End recording & approve [8]

| **SEND OPTIONS** |
| Send immediately [8] |
| Toggle private / not private [1] |
| Toggle priority / not priority [2] |
| Mark for future delivery [3] |

| **GET MESSAGES OPTIONS** |
| Listen to message [0] |
| Respond to or forward message [1] |
| Skip to next category [*] [9] |
| Replay header [2] [3] |
| Skip to next header [8] |
| Keep message in current category [*] [9] [4] |
| Delete message [*] [3] |
| Print fax / e-mail [*] [1] |
| Undelete message [*] [8] |

**RESPOND / FORWARD OPTIONS**
- Call the sender [0]
- Reply to sender by voice mail [1]
- Forward with comment [2]
- Record new message [4]
- Reply to all recipients [5]

**PRINT OPTIONS**
- Print to default fax/printer [8] OR
- Print to other fax machine:
  - Press [*] [9] [5]
  - Enter outside line number and full telephone number.
  - Press [8] OR
- Print to this fax machine [*] [6]

| **PERSONAL GREETINGS** |
| Listen to greeting [0] |
| Record greetings [1] |
| Activate greetings [2] |
| Delete greetings [3] |
| Administer call types [4] |

**PERSONAL LIST OPTIONS**
- Create list [1] |
- Scan lists [2] |
- Review & modify list [3] |

| **GENERAL TIPS** |
| To return to the Activity Menu, press [*] [7] |
| See other side for more tips and options. |

| **PERSONAL OPTIONS** |
| Administer mailing lists [1] |
| Set fax preferences [3] |
| Change password [4] |
| Record name [5] |

**PERSONAL BILLS**
- Enter password. [8] |
- Press [8] |
- Re-enter new password. [8] |
- Press [8] |

**CALL ME OPTIONS**
- Turn Call Me on [9] |
- Turn Call Me off [6] |
- Hear current status [0] |

| **SEND OPTIONS** |
| Send immediately [8] |
| Toggle private / not private [1] |
| Toggle priority / not priority [2] |
| Mark for future delivery [3] |

**PRINT OPTIONS**
- Print to default fax/printer [8] OR
- Print to other fax machine:
  - Press [*] [9] [5]
  - Enter outside line number and full telephone number.
  - Press [8] OR
- Print to this fax machine [*] [6] |