

RECORDING AND SENDING MESSAGES

Sending voice or voice-fax messages

- From the activity menu [1]
- 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 [1]
- 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 [2]
- Forward fax with optional voice message [1] [2]
- Record voice message
- When finished [#]
- Specify delivery address (see below)
- When finished [#]
- Specify delivery options (see below)
- Send message [#]

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 [*] [1] [*] [3]
- To list all recipients: press [*] [1]

Specify 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

- From the activity menu [2]
- Listen to voice or e-mail message [0]

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:

- Record and address your message
- When finished [#]
- Specify delivery options
- Send message [#]

Printing fax/e-mail messages

- From the activity menu [2]
- Listen to message header
- Print fax or e-mail portions [*] [1]
- Print to default machine [#]

OR

- To print to machine attached to your telephone [*] [6]

OR

- To print to other machine you specify:
 - Press [*] [*] [5]
 - Enter outside line number (if needed) and telephone number
 - Press [#]

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]

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

- From the activity menu [3]
- Listen to greetings [0]
- Enter greeting number [1–4]
- When finished [#]

Creating or changing greetings

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

Deleting greetings

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

Changing call types

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

Assigning greetings to call types

- From the activity menu [3]
- Activate greeting [2]
- Enter optional greeting number (only if the call type is Busy or No Answer) [1–2]
- Select one of the following:
 - Use greeting for busy calls [1]
 - Use greeting for no-answer calls [2]
- When finished [#]

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.*

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**AUDIX® Telephone
User Interface for
Avaya™ Modular Messaging**

QUICK REFERENCE GUIDE

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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 set up, 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 [#].

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 [*] [#].
 - If the extension does *not* have an associated Modular Messaging mailbox, press [#].
- Enter your mailbox number.
- Enter your password followed by [#].

