

RECORDING AND SENDING MESSAGES

Sending voice or voice-fax messages

1. From the activity menu [1]
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 [1]
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]
2. From the activity menu [1] [2]
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 [#]
- For voice user name addressing:
 - Press [*] [2], spell user's name or name of personal list, and press [#]
 - 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 [#]
 - To cancel address: press [*] [3]
 - To cancel another address: press [*] [1] [*] [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]
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]:

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

Printing fax/e-mail messages

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

OR

- To print to the fax machine from which you are calling [*] [6]
- OR
- To print to other fax 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]

Want to configure Personal Operator?

- To set up or change Personal Operator [5] [6]

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

Creating, changing, deleting greetings

1. From the activity menu [3]
2. Do one of the following:
 - Listen to a greeting [0]
 - Record or re-record a greeting [1]
 - Delete a greeting [3]
 - Enter greeting number [1-3]
3. For optional greetings only, enter the optional greeting number [1-9]
4. If Multilingual Call Answer is enabled, a language select [1-3] [#]
5. When finished

Scanning greetings

1. From the activity menu [3]
2. Scan greetings [2]

Activating greetings

1. From the activity menu [3]
2. Activate greeting [5]
3. Enter greeting number [1-3]
4. For personal greeting only, you may need to confirm your choice [1]
5. For optional greetings only, enter the optional greeting number [1-9]

Setting up rules for optional greetings

- Activate for all calls [0]
- Activate for internal calls → external calls → all calls (rotate) [1]
- Activate for business hours → out of business hours → any time (rotate) [2]
- Activate for busy → no answer → busy or no answer (rotate) [3]
- Deactivate for all calls [9]

Reviewing optional greeting rules

1. From the activity menu [3]
2. Review optional greeting rules (in the order they will be evaluated) [6]

Setting up Call Me/Find Me/Notify Me options

1. From the activity menu [6]
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.

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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.

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 [#].

