## RECORDING AND SENDING MESSAGES

### Sending voice or voice-fax messages
◗ From the main menu `1`
◗ Record voice message
◗ When finished `#`
◗ Specify delivery address (see below)
◗ When finished `#`
OR
◗ Attach a fax `5`
◗ Send message `#`

### Sending fax-only messages from fax machine
◗ From the main menu `1`
◗ Bypass voice recording `#`
◗ Specify delivery address (see below)
◗ Load document into fax machine
◗ Send message `#`
◗ Press "Start" key on fax machine

### Sending voice-fax messages by forwarding a fax
◗ Send a fax to your own mailbox
◗ Log in to mailbox
◗ From the main menu `2`
◗ Forward fax with optional
  voice message `1` `2`
◗ Record voice message
◗ When finished `#`
◗ Specify delivery address (see below)
◗ When finished `#`
◗ Send message `#`

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#### Specify Delivery Address
**For voice user:** enter user's extension and press `#`
**For voice user name addressing:** press `2`, spell
user's name, and press `#`
**For voice users enhanced list:** enter an enhanced list
extension and press `#`
**For fax user:** press your location's fax code, then
the telephone number and `#` OR press `*` `*` `5`, enter
outside line number and full phone number, then
press `#`.

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### GENERAL TIPS

**Not sure which key to press?**
  Listen to help at any time `*` `4`
  Go back to previous menu `*` `7`

**Want to save time?**
  Bypass greeting `1`

**Want to adjust the way
your messages are played?**
  Faster `9`
  Slower `8`
  Louder `4`
  Softer `7`
  Skip forward `6`
  Skip backward `5`

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## GETTING MESSAGES YOU RECEIVED

### Listening to voice/text messages
◗ From the main menu `2`
◗ Listen to voice or text message `0`

### Printing fax/text messages
◗ From the main menu `2`
◗ Listen to message header
◗ Print fax or text portions `*` `1`
◗ Print to default machine `#`
OR
◗ Print to machine
  attached to your telephone `*` `6`
OR
◗ Print to machine you specify: enter fax
  prefix and number, and then press `#`
OR
◗ Print to machine you specify: press `*` `*` `5`,
  enter outside line number and full phone
  number, and then press `#`.

### Printing all new faxes
◗ From the main menu `7`
◗ Print all new faxes `4`

### Downloading faxes or text
to a modem-equipped computer
◗ Set up modem and fax software
◗ Place a call to your mailbox from telephone
◗ From the main menu `2`
◗ Print `*` `1`
◗ Download to computer `*` `6`
◗ Select "Manual Receive" from
  fax-software dialogue

### Responding to messages (optional)
*After listening to your message, select one of following:*
◗ Respond or forward `1`
◗ Call sender/exit mailbox `0`
◗ Reply to sender by voice mail `1`
◗ Forward with comment at beginning `2`
◗ Forward with comment at end `3`
◗ Record and address a new message `4`
*If you choose any key from the above except 0:*
◗ Record and address your message
◗ When finished `#`
◗ Send message `#`
OR
◗ Enter a delivery option, and then press `#`

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## CREATING MULTIPLE PERSONAL GREETINGS

### Listening to your greetings
◗ From the main menu `3`
◗ Listen to greetings `0`
◗ Enter greeting number (1-9)
◗ When finished `#`

### Creating or changing greetings
◗ From the main menu `3`
◗ Record greetings `1`
◗ Enter greeting number (0-9)
◗ When finished `#`
OR
*If greeting is not already active, select one:*
  Activate for all calls `1`
  *OR, if other call type(s) are defined:*
  Use for each call type `0`
  Use for internal (or busy) calls `1`
  Use for external (or no answer) calls `2`
  Use for out-of-hours calls `3`
◗ When finished `#`

### Changing call types
◗ From the main menu `3`
◗ Administer call types `4`
◗ Differentiate
  – Internal/external calls `1`
  – Busy/no-answer calls `2`
  – Out-of-hours calls `3`
  – No out-of-hours calls `4`
  – Single greeting for all calls `5`
◗ When finished `#`

### Assigning greetings to call types
◗ From the main menu `3`
◗ Listen to summary of active greetings
◗ Activate greeting `3`
◗ Enter greeting number (0-9)
◗ Select one of the following:
  – Use greeting for all call types `0`
  – Use greeting for internal (or busy) calls `1`
  – Use greeting for external
    (or no-answer) calls `2`
  – Use greeting for out-of-hours calls `4`
◗ When finished `#`

*Note: Your system may not support all features.*

# AVAYA
communication

*Intuity™ AUDIX® Messaging*

## QUICK REFERENCE GUIDE

# Intuity™ AUDIX® Messaging AT-A-GLANCE

**ENTER THE SYSTEM**
- Call the system access number
- Enter your extension
- Press #
- Enter your password
- Press #

**MAIN MENU (ACTIVITY MENU)**

## 1 Record/Send Messages

**MESSAGE OPTIONS**

| | |
|---|---|
| Voice or voice-fax | → • Record voice message at the tone<br>• When finished # |
| Fax only | → Press # (bypass recording) |

**RECORDING OPTIONS**

| | |
|---|---|
| Pause | 1 |
| Play back | 2 3 |
| Delete and begin again | ✳ 3 |

## 2 Get Messages

**GET MESSAGE OPTIONS**

| | |
|---|---|
| Listen to message | 0 |
| Respond | 1 |
| Skip to next category | ✳ # |
| Replay header | 2 3 |
| Skip to next header | # |
| Hold message in current category | ✳ ✳ 4 |
| Delete | ✳ 3 |
| Print fax & e-mail | ✳ 1 |
| Undelete | ✳ ✳ 8 |

**RESPOND OPTIONS**

| | |
|---|---|
| Call sender | 0 |
| Reply by voice mail | 1 |
| Forward w/comment at beginning | 2 |
| Forward w/comment at end | 3 |
| Record new message | 4 |

**PRINT FAX OPTIONS**

| | |
|---|---|
| Print to default fax/printer | # |
| Print to other fax machine: | |
| • Enter fax print prefix<br>Enter fax machine number | |
| • Press # | |
| OR | |
| • Press | ✳ ✳ 5 |
| • Enter outside line number<br>and full phone number | |
| • Press | # |

Print to this fax machine ✳ 6
Then, press "Start" on fax machine

## 3 Personal Greetings

**PERSONAL GREETING OPTIONS**

| | |
|---|---|
| Listen to greeting | 0 |
| Record greetings | 1 |
| Scan greetings | 2 |
| Activate greetings | 3 |
| Administer call types | 4 |

→ Enter greeting number and listen

**RECORD GREETINGS OPTION**
- Create new
- Change/delete

→ Listen to greeting number and status

→ Enter greeting number

- Initial setting
- Change setting

| | |
|---|---|
| Play or replay | 0 |
| Record or re-record | 1 |
| Review status | 2 |
| Delete | ✳ 3 |
| Approve/save | # |

## 4 Outgoing and Filed Messages

Listen to first category & message header →

**MESSAGE OPTIONS**

| | |
|---|---|
| Listen to message | 0 |
| Modify/resend | 1 |
| Playback header | 2 3 |
| Delete & skip to next | ✳ 3 |
| Return to previous | 2 2 |
| Save & skip to next | # |
| Skip to next category | ✳ # |

## 5 Personal Options

**PERSONAL OPTIONS**

| | |
|---|---|
| Mailing list | 1 |
| Personal directory | 2 |
| Fax/text print options | 3 |
| Password | 4 |
| Record name | 5 |
| Address before record on/off | 6 |
| Call answer on/off | 7 |
| Message media sequence | 8 |

**LIST ADMIN OPTIONS**

| | |
|---|---|
| Create list | 1 |
| Summary of lists | 2 |
| Review/modify list | 3 |

• Enter list ID
• When finished #

• Enter list owner extension
• When finished #

• Enter list ID
• Press #
• Listen to first name

| | |
|---|---|
| Add entries | 1 |
| Review all | 2 |
| Review specific | 3 |
| Return to previous | # |

| | |
|---|---|
| Default fax number | 1 |
| Autoprint on | 9 |
| Autoprint off | 6 |

| | |
|---|---|
| Autodelete on | 9 |
| Autodelete off | 6 |

• Enter new password
• When finished #

• Record name
• When finished 1

| | |
|---|---|
| No preferred media | 0 |
| Voice first | 1 |
| Fax first | 2 |
| Text first | 3 |
| Binary files first | 4 |

## 6 Outcalling

Hear outcalling options 0

**OUTCALLING OPTIONS**

| | |
|---|---|
| Set outcalling only on/off | |
| Set number & outcalling on/off | 1 |
| Set outcalling time | 2 |

→ Listen to number & status

• Enter outcalling number
• When finished #

**OPTIONS**

| | |
|---|---|
| Outcalling on | 9 |
| Outcalling off | 6 |

**OUTCALLING TIME OPTIONS**

| | |
|---|---|
| Set system to call you at any time | 1 |
| Set system to call you during business hours | 2 |
| Set times for system to call you | 3 |
| Listen to summary of predefined business hours | 4 |

**GENERAL TIPS**

**NOT SURE WHICH KEY TO PRESS?**

| | |
|---|---|
| Listen to help at any time | ✳ 4 |
| Go back to previous menu | ✳ 7 |

**WANT TO SAVE TIME?**

| | |
|---|---|
| Bypass the greeting | 1 |

**WANT TO ADJUST THE WAY YOUR MESSAGES ARE PLAYED?**

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

## 7 Autoscan/ Autoprint

**SCAN OPTIONS**

| | |
|---|---|
| Scan headers & messages | 1 |
| Scan headers only | 2 |
| Scan messages only | 3 |
| Print all new faxes | 4 |

**PRINT OPTIONS**

| | |
|---|---|
| Print to default machine | # |
| Print to other machine | |
| Print to machine you're calling from | ✳ 6 |