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. From the activity menu — **[2]**
3. Forward fax with optional voice message — [1] [2]
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]
3. Enter greeting number — [1-3]
4. For optional greetings only, enter the
   optional greeting number — [1-9]
5. If Multilingual Call Answer is enabled, — select
   a language — [1-3]
6. 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]

AVAYA

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

QUICK REFERENCE GUIDE

APRIL 2008

AVAYA

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

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 [#].

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[1] 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

Recording Options

Pause / Resume recording	[1]
Play back recording	[2] [3]
Erase and begin again	[*] [3]
End recording & approve	[#]

MESSAGE ADDRESSING OPTIONS

- Enter destination mailbox number, and then press   [#]
- To spell name (person or list) using touchtone keys, press   [*] [2]
- To send to personal list, press   [*] [5] Then enter the personal list number
- To address to fax machine, press   [*] [*] [5]
- OTHER OPTIONS
  - ➢ List all recipients   [*] [1]
  - ➢ Delete current addressee   [*] [3]
- When finished, press   [#]

SEND OPTIONS

Send immediately	[#]
Toggle private / not private	[1]
Toggle priority / not priority	[2]
Mark for future delivery	[3]

Playback Options

[1]	[2] Rewind	[3] Pause/ Resume
[4] Louder	[5] Skip backward	[6] Skip forward
[7] Quieter	[8] Slower	[9] Faster
[*]	[0] Replay from beginning	[#]

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[2] GET MESSAGES

GET MESSAGE OPTIONS

Listen to message	[0]
Respond to or forward message	[1]
Skip to next category	[*] [#]
Replay header	[2] [3]
Skip to next header	[#]
Keep message in current category	[*] [*] [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   [#]

OR

Print to other fax machine:
- ➢ Press   [*] [*] [5]
- ➢ Enter outside line number and full telephone number
- ➢ Press   [#]

OR

Print to this fax machine   [*] [6]

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[3] PERSONAL GREETINGS

PERSONAL GREETING OPTIONS

Listen to greeting	[0]
Record greetings	[1]
Scan greetings	[2]
Delete greetings	[3]
Activate greetings	[5]
Review greeting rules	[6]

Select greeting to hear   [1–3]

Select greeting to record   [1–3]

Select greeting to delete   [1–3]

Select greeting to activate   [1–3]
For personal greeting, may need to confirm   [1]
For optional greetings, enter the greeting number   [1–9]

RECORD GREETING OPTIONS

Record or re-record	[1]
Play/Pause/Resume greeting	[3]
Delete greeting	[*] [3]
Approve/Save greeting	[#]

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[5] PERSONAL OPTIONS
[6] CALL ME/ FIND ME/ NOTIFY ME

PERSONAL OPTIONS

Administer mailing lists	[1]
Caller Application Announcements	[2]
Set fax preferences	[3]
Change password	[4]
Record name	[5]
Personal Operator	[6]

Listen to announcement   [0]
Record or re-record   [1]
Delete announcement   [3]

- ➢ Enter password
- ➢ Press   [#]
- ➢ Re-enter new password
- ➢ Press   [#]

PERSONAL LIST OPTIONS

Create list	[1]
Scan lists	[2]
Review & modify list	[3]

- ➢ Record name
- ➢ When finished, press   [1]
- ➢ To approve, press   [#]

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[7] AUTOSCAN OPTIONS

SCAN OPTIONS

Scan headers & messages	[1]
Scan headers only	[2]
Scan message body	[3]

CALL ME/FIND ME/NOTIFY ME

Call Me	[1]
Find Me	[2]
Notify Me	[3]

Enable Call Me/Find Me/Notify Me [9]

Disable Call Me/Find Me/Notify Me [6]