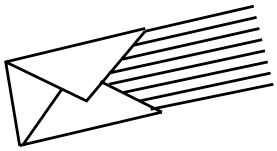
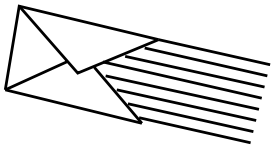
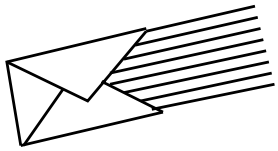




AUDIX® VOICE MESSAGING

QUICK REFERENCE

AUDIX System Number _____ Your Ext. _____ System Admin. _____

585-300-702, Issue 2

AUDIX
System Number _____

YOUR VOICE MAIL SYSTEM

LOG IN

- Dial your AUDIX system number.
- Enter # (from your ext.) or extension #.
- Enter Password #.

Get your initial password from your system administrator.

ACTIVITY MENU

Send Messages	1
Get Messages	ABC 2
Administer Greetings	DEF 3
Check Outgoing Messages	GHI 4
Change Password / Administer Lists	JKL 5
Scan Messages Quickly	PRS 7

BASIC COMMANDS

Help	✱H
Return to Activity Menu	✱R
Delete	✱D
Wait	✱W
Transfer out of system	✱T
Look up name / ext. in Directory	✱✱N
Exit system	✱✱X
Hold message in category	✱✱H

Use while addressing:

Alternate addressing (switch between name / ext.)	✱A
Use group list	✱L

Record Message

Stop Recording / Restart	1
Play Back	2 3
Delete	✱D
Approve	#

More Extensions

Extension and / or Group List	# ✱L

Finish Addressing	#

Send	#
List Options	0
Make Private	1
Make Priority	2
Schedule Delivery	3
File a Copy	4

Hear Message Summary

Listen	0
Replay Header	2 3
Delete	✱D
Skip	#
Next Category	✱#

Respond / Forward 1

Reply by Voice Mail:	
-without copy	7
-with copy	1 9
Forward with Comment	2
New Message	4
Call Sender	0

Hear Greeting Number(s) in Use

Listen	0
Change / Create / Delete	1
Scan	2
Activate	3
Call Type	4
Finished?	#

1 Record Greeting

Stop Recording / Restart	1
Play Back	2 3
Delete	✱D
Approve	#

Hear Message Summary

Listen	0
Change / Resend	1
Replay Header	2 3
Delete	✱D
Skip	#
Next Category	✱#

Mailing Lists

Mailing Lists	1
Personal Directory	2
Password	4
Re-record name	5

Create List	1
Scan	2
Review / Modify	3

4 Enter [New Password] [#] Re-enter [New Password] [#]

Scan Messages Quickly

Scan Headers and Messages	1
Scan Headers	2
Scan Messages	3

PLAY-BACK CONTROLS

Use while listening to or recording messages.

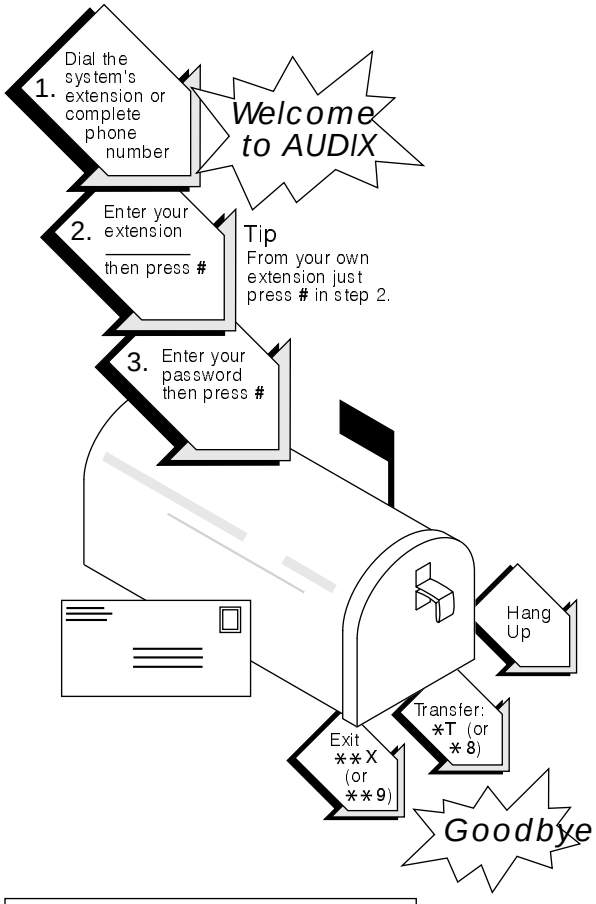
1	Rewind ABC 2	Play/Pause DEF 3
Louder GHI 4	Back Up JKL 5	Advance MNO 6
Softer PRS 7	Slower TUV 8	Faster WXY 9
✱	Listen/Replay 0	Skip #

Press 3 to pause and 3 again to continue.
Q=7 Z=9

FOR MORE INFORMATION:

- Press ✱H for Help at any time.
- See reverse side for step-by-step procedures for options 1, 2, 3, and 5 on the Activity Menu.
- See *A Portable Guide to DEFINITY AUDIX Voice Messaging, 585-300-701.*
- Contact your system administrator.

NOTICE: The information in this document is subject to change without notice. AT&T assumes no responsibility for any errors that may appear in this document.



Activity Menu

Record and Send 1	Get and Respond ABC 2	Create Personal Greetings DEF 3
Outgoing/ Filed Messages GHI 4	Password/ Modify List/ Personal Dir. JKL 5	
Scan Messages PRS 7		

After you log in, you use your phone keys to access menu options. There are layers of menus, and their options are described as you progress through each activity. The first layer is called the *Activity Menu*. You can always get back to that layer by pressing *R (or *7) to Return to Activity Menu. Press *H (or *4) for Help at any time.

Remember! * R 7 = Return to Activity Menu. * H 4 = Help

Record and Send Messages

a) Press 1

b) Speak Message

c) Press # Approve

d) Enter # Extension or mailing list, then press #

e) Press # Approve

f) Do one:

- # Send Immediately
- Delivery Options

Edit Options

Press any combination:

- 1 Stop or pause (again to continue)
- 2 3 Play back
- * D 3 Delete (begin again)

To create mailing lists, press **5** from the Activity Menu. (See the diagram on the back of this card.)

Delivery Options

Press any combination:

- 0 Recite list of options
- 1 Make private
- 2 Make priority (if offered)
- 3 Schedule future delivery
- 4 File a copy

When scheduling delivery, listen to the voice prompts for guidance. (**405P** = 4:05 PM and **502** = May 2nd.)

Approve and send

Tips

You can enter names instead of extensions when sending messages. Use *A (or *2) to switch between name and extension addressing. *Enter last name first when name addressing.*

Private messages cannot be forwarded by recipients.

Priority messages are presented to recipients first.

Filed messages can be modified and resent. To do this, press **4** (for Outgoing Messages) from the Activity Menu. (See the diagram on the back of this card.)

Schedule delivery of messages to yourself to use the system as a reminder.

Get and Respond to Messages

a) Press 2

b) Listen Header

Options

Enter any combination:

- 0 Play message
- 2 3 Play back header
- 1 Respond to message:

Respond Options

Enter one of the following:

- 0 Call sender directly
- 7 Reply to sender by voice mail
- 1 9 Reply to sender by voice mail (attach original)
- 2 Forward with comment
- 4 Send voice mail to someone else
- # Return to previous menu *(may not be available with your system)*

Complete voice mail responses by continuing at the *Record and Send Messages* step.

More Options

- * D 3 Delete, skip to next message
- # Save and skip to next message
- * # Save and skip to next category
- * * U 8 Undelete, or restore last deleted message *(may not be available with your system)*
- * * H 4 Hold message in current category (new, unopened, old)

Scan Messages Quickly

7

1-3

1 = Headers and Messages
2 = Headers only
3 = Messages only

Tips

When you use **H (or **4) to hold a message in the *New* category, your message waiting indicator stays on.

Scanning messages is useful for mobile phone users, as it requires touching only two buttons.

The system saves messages unless you explicitly delete them.

If you accidentally try to respond to an outside call, press # to back up *(may not be available with your system)*.

Create Personal Greetings

a) Press 3

b) Listen Active Greeting #

c) Press 1 Record or re-record

d) Enter 1-9 Greeting Number

1 Re-record

e) Speak Greeting

f) Press # Approve

g) Do one:

- # Save without activating
- Follow the prompts to activate greeting

Edit Options

Press any combination:

- 1 Stop or pause (again to continue)
- 2 3 Play back
- * D 3 Delete (begin again)

Scan Greetings

a) Press 3 2 Scan

b) Enter Options (Listen to prompts)

c) Do one:

- # Skip
- * # Stop Scanning

Tips

The system greeting is always greeting 0.

You may be able to record as many as 9 personal greetings.

The system doesn't care what single-digit number you assign to each greeting.

Keep track of your greetings by scanning them.

Activate Previously Recorded Greetings

a) Press 3 3

b) Press 0-9 Greeting Number

c) Do one:

- # Finish without activating
- Activate (listen for prompts)

NOTE: You can also assign greetings to specific types of calls. For details, obtain the Multiple Personal Greetings Quick Reference (585-300-705).