

PHONE

Playing messages	
1. From activity menu, press	2
2. Listen to message header	
3. Play message	0
Message options	
Skip message	#
Delete	* - D
Call sender	1 - 0
Replying to a message	
Select message	
1. Reply	1
2. Attachment options	1
3. Attach original message	Y / N
4. Record message, then press	#
Sending a new message	
1. From activity menu, press	1
2. Record message	
Pause / continue recording	1
Playback recording	2 - 3
Delete and re-record	* - D
Approve recording	#
Selecting recipients	
1. Enter recipient, then	# - #
2. Mark private	1
3. Mark priority	2
4. Future delivery	3
5. Send	#
Manage greetings	
Play personal greeting	3 - 0 - 1
Play extended absence greeting	3 - 0 - 2
Record personal greeting	3 - 1 - 1
Record extended absence greeting	3 - 1 - 2
Delete personal greeting	3 - 3 - 1
Delete extended absence greeting	3 - 3 - 2

PHONE (Continued)

Changing password	
1. From activity menu, press	5 - 4
2. Enter new password, then	#
3. Re-enter new password, then	#
Transferring to a mailbox	
To transfer an incoming call to a mailbox, without the mailbox owner's phone ringing	
1. Press Transfer > Message > *	
2. Enter recipient mailbox number	
Recording a call	
To record an incoming call as a voice message	
1. To begin recording, press	audix-rec
2. To end recording, press	audix-rec
User preferences in a Web browser	
As specified by your administrator	

OUTLOOK / ZIMBRA

(Outlook only)

To play a voice message on your PC, click **Play on PC**. Use the playback control buttons to pause, stop, rewind, and fast-forward when the message is played.

To play a voice message on your desk phone or any other phone, click **Play on Phone**.

To reply to a voice message with a voice recording using any phone, click **Voice Reply**.

To forward a voice message, with a newly recorded introduction, using any phone, click **Voice Forward**.

To call the sender from any phone, click **Call Sender**. When you pick up the phone, the sender is dialed automatically.

FOR MORE INFORMATION

<http://support.avaya.com/>

LOG IN TO MESSAGING

1. Call voice mail number
2. Enter your password

ACTIVITY MENU

Send messages **1**

Play messages **2**

Manage greetings **3**

Personal options **5**

Manage features **6**

Autoscan **7**

RECORD MESSAGE

Pause / resume **1**
 Playback **2 3**
 Delete and re-record *** D**
 Approve **#**

SELECT RECIPIENTS

Enter extension, then **#**
 List recipients *** 1**
 Name addressing *** 2**
 List addressing *** 5**
 Options **#**

SET OPTIONS

Option list **0**
 Private on / off **1**
 Priority on / off **2**
 Future delivery **3**
 Send **#**

MESSAGE OPTIONS

Play **0**
 Replay header **2 3**
 Delete *** D**
 Skip message **#**
 Skip category *** #**
 Reply / forward **1**

REPLY / FORWARD

Reply **1**
 Reply all **5**
 Forward with comment **2**
 Record new message **4**
 Call sender **0**

GREETING OPTIONS

Listen **0**
 Record **1**
 Delete **3**

GREETING TYPE

Personal **1**
 Extended absence **2**

OPTIONS

Password **4**
 Record name **5**

FEATURES

Reach me on/off **2**
 Notify me on/off **3**

GREETING TYPE

Personal **1**
 Extended absence **2**

RECORD GREETING

Record / change **1**
 Play / pause **3**
 Delete *** D**
 Approve **#**

AUTOSCAN

Scan headers & messages **1**
 Scan headers **2**
 Scan messages **3**

SCAN OPTIONS

See **message options** and **playback control keys**

Navigation Menu (Audix)

AVAYA

COMMON COMMANDS

Help *** H**
 Activity menu *** R**
 Wait *** W**
 Transfer *** T**
 Re login *** * R**
 Exit system *** * X**
 Delete *** D**

PLAYBACK CONTROL KEYS during message review

Rewind **2**
 Play / pause **3**
 Back up **5**
 Advance **6**
 Slower **8**
 Faster **9**
 Listen / replay **0**