

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 #

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 #.

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

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 #

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.



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

<p>MESSAGE OPTIONS</p> <p>Voice or voice-fax _____</p> <p>Fax only _____</p>	<p>RECORDING OPTIONS</p> <p>Pause [1]</p> <p>Play back [2] [3]</p> <p>Delete and begin again [*] [3]</p> <p>• Record voice message at the tone</p> <p>• When finished [#]</p> <p>Press [#] (bypass recording)</p>
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2 Get Messages

<p>GET MESSAGE OPTIONS</p> <p>Listen to message [0]</p> <p>Respond [1]</p> <p>Skip to next category [*] [#]</p> <p>Replay header [2] [3]</p> <p>Skip to next header [#]</p> <p>Hold message in current category [*] [*] [4]</p> <p>Delete [*] [3]</p> <p>Print fax & e-mail [*] [1]</p> <p>Undelete [*] [*] [8]</p>	<p>RESPOND OPTIONS</p> <p>Call sender [0]</p> <p>Reply by voice mail [1]</p> <p>Forward w/comment at beginning [2]</p> <p>Forward w/comment at end [3]</p> <p>Record new message [4]</p>	<p>PRINT FAX OPTIONS</p> <p>Print to default fax/printer [#]</p> <p>Print to other fax machine: [#]</p> <p>• Enter fax print prefix</p> <p>• Enter fax machine number</p> <p>• Press [#]</p> <p>OR</p> <p>• Press [*] [*] [5]</p> <p>• Enter outside line number and full phone number</p> <p>• Press [#]</p> <p>Print to this fax machine [*] [6]</p> <p>Then, press "Start" on fax machine</p>
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3 Personal Greetings

<p>PERSONAL GREETING OPTIONS</p> <p>Listen to greeting [0]</p> <p>Record greetings [1]</p> <p>Scan greetings [2]</p> <p>Activate greetings [3]</p> <p>Administer call types [4]</p>	<p>Enter greeting number and listen</p> <p>RECORD GREETINGS OPTION</p> <p>Create new</p> <p>Change/delete</p> <p>Listen to greeting number and status</p> <p>Enter greeting number</p> <p>Initial setting</p> <p>Change setting</p>	<p>Play or replay [0]</p> <p>Record or re-record [1]</p> <p>Review status [2]</p> <p>Delete [*] [3]</p> <p>Approve/save [#]</p>
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4 Outgoing and Filed Messages

<p>Listen to first category & message header</p>	<p>MESSAGE OPTIONS</p> <p>Listen to message [0]</p> <p>Modify/resent [1]</p> <p>Playback header [2] [3]</p> <p>Delete & skip to next [*] [3]</p> <p>Return to previous [2] [2]</p> <p>Save & skip to next [#]</p> <p>Skip to next category [*] [#]</p>
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5 Personal Options

<p>PERSONAL OPTIONS</p> <p>Mailing list [1]</p> <p>Personal directory [2]</p> <p>Fax/text print options [3]</p> <p>Password [4]</p> <p>Record name [5]</p> <p>Address before record on/off [6]</p> <p>Call answer on/off [7]</p> <p>Message media sequence [8]</p>	<p>LIST ADMIN OPTIONS</p> <p>Create list [1]</p> <p>Summary of lists [2]</p> <p>Review/modify list [3]</p> <p>Default fax number [1]</p> <p>Autoprint on [9]</p> <p>Autoprint off [6]</p> <p>Autodelete on [9]</p> <p>Autodelete off [6]</p> <p>• Record name</p> <p>• When finished [1]</p> <p>No preferred media [0]</p> <p>Voice first [1]</p> <p>Fax first [2]</p> <p>Text first [3]</p> <p>Binary files first [4]</p>	<p>• Enter list ID</p> <p>• When finished [#]</p> <p>• Enter list owner extension</p> <p>• When finished [#]</p> <p>• Enter list ID</p> <p>• Press [#]</p> <p>• Listen to first name</p> <p>Add entries [1]</p> <p>Review all [2]</p> <p>Review specific [3]</p> <p>Return to previous [#]</p> <p>• Enter new password</p> <p>• When finished [#]</p>
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6 Outcalling

<p>Hear outcalling options [0]</p> <p>OUTCALLING OPTIONS</p> <p>Set outcalling only on/off _____</p> <p>Set number & outcalling on/off [1]</p> <p>Set outcalling time [2]</p>	<p>Listen to number & status</p> <p>• Enter outcalling number</p> <p>• When finished [#]</p> <p>OUTCALLING TIME OPTIONS</p> <p>Set system to call you at any time [1]</p> <p>Set system to call you during business hours [2]</p> <p>Set times for system to call you [3]</p> <p>Listen to summary of predefined business hours [4]</p>	<p>OPTIONS</p> <p>Outcalling on [9]</p> <p>Outcalling off [6]</p>
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7 Autoscan/Autoprint

<p>SCAN OPTIONS</p> <p>Scan headers & messages [1]</p> <p>Scan headers only [2]</p> <p>Scan messages only [3]</p> <p>Print all new faxes [4]</p>	<p>PRINT OPTIONS</p> <p>Print to default machine [#]</p> <p>Print to other machine</p> <p>Print to machine you're calling from [*] [6]</p>
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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 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]**