

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 engaged) calls	[1]
Use for external (or no answer) calls	[2]
Use for after-hours calls	[3]
▶ When finished	[#]
Changing call types	
▶ From the main menu	[3]
▶ Administer call types	[4]
▶ Differentiate	
– Internal/external calls	[1]
– Engaged/no-answer calls	[2]
– After-hours calls	[3]
– No after-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 engaged) calls	[1]
– Use greeting for external (or no-answer) calls	[2]
– Use greeting for after-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

MESSAGE OPTIONS

Voice or voice-fax **[#]**

Fax only **[#]**

RECORDING OPTIONS

Pause **[1]**

Play back **[2] [3]**

Delete and begin again **[*] [3]**

• Record voice message at the tone

• When finished **[#]**

Press **[#]** (bypass recording)

2
Get Messages

GET MESSAGE OPTIONS

Listen to message **[0]**

Respond **[1]**

Skip to next category **[*] [3]**

Replay header **[2] [3]**

Skip to next header **[#]**

Hold message in current category **[*] [*] [4]**

Delete **[*] [3]**

Print fax & e-mail **[*] [*] [1]**

Un-delete **[*] [*] [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 this fax machine **[*] [6]**

Then, press "Start" on fax machine

Print to other fax machine:

- Enter fax print prefix
- Enter fax machine number
- Press **[#]**

OR

- Press **[*] [*] [5]**
- Enter outside line number and full phone number
- Press **[#]**

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/re-send **[1]**

Playback header **[2] [3]**

Delete & skip to next **[*] [3]**

Return to previous **[2] [2]**

Save & skip to next **[#]**

Skip to next category **[*] [3]**

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]**

Default fax number **[1]**

Autoprint on **[9]**

Autoprint off **[6]**

Autodelete on **[9]**

Autodelete off **[6]**

• Record name

• When finished **[1]**

No preferred media **[0]**

Voice first **[1]**

Fax first **[2]**

Text first **[3]**

Binary files first **[4]**

• 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 **[#]**

• Enter new password

• When finished **[#]**

6
Out-calling

Hear out-calling options **[0]**

OUT-CALLING OPTIONS

Set out-calling only on/off **[1]**

Set number & out-calling on/off **[1]**

Set out-calling time **[2]**

Listen to number & status

• Enter out-calling number

• When finished **[#]**

OUT-CALLING 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]**

OPTIONS

Out-calling on **[9]**

Out-calling off **[6]**

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 are calling from **[*] [6]**

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WANT TO SAVE TIME?

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WANT TO ADJUST THE WAY YOUR MESSAGES ARE PLAYED?

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