

## 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 3
- ▶ Activate greeting
- ▶ 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 **\* #**

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 other fax machine: **#**

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

OR

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

Print to this fax machine **\* 6**

Then, press "Start" on fax machine

**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 **\* #**

**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**

- Enter list ID
- When finished **#**

• Enter list ID

• Press **#**

• Listen to first name **#**

Add entries **1**

Review all **2**

Review specific **3**

Return to previous **#**

Default fax number **1**

Autoprint on **9**

Autoprint off **6**

Autodelete on **9**

Autodelete off **6**

- Enter new password
- When finished **#**

• Record name

• When finished **1**

No preferred media **0**

Voice first **1**

Fax first **2**

Text first **3**

Binary files first **4**

**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 **#**

**OPTIONS**

Out-calling on **9**

Out-calling off **6**

**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**

**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**

**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**