RECORDING AND SENDING MESSAGES

Sending voice or voice-fax messages
1. From the activity menu [1]
2. Record voice message [6]
3. When finished [6]
4. Specify delivery address (see below) [6]
5. When finished [6]
6. Specify delivery options (see below) [6]
7. Send message [6]

Sending fax-only messages from fax machine
1. From the activity menu [1]
2. Bypass voice recording [8]
3. Specify delivery address (see below) [6]
4. When finished [6]
5. Specify delivery options (see below) [6]
7. Send message [6]
8. Press Start key on fax machine [6]

Sending voice-fax messages by forwarding a fax
To send a fax to your own mailbox:
1. Log in to mailbox [2]
2. Forward fax with optional voice message [1] [2]
4. When finished [6]
5. Specify delivery address (see below) [6]

Specifying delivery address
For voice user:
- Enter user’s mailbox number, and press [6]
- For voice user name addressing: Press [*] [2], spell user’s name or name of personal list, and press [6]
- For personal list, press [*] [5] and then list number [6]
- For fax user: Press [*] [*] [5], enter outside line number (if needed) and telephone number, and then press [6]
- To cancel address: press [*] [3]
- To cancel another address: press [*] [*] [*] [3]
- To list all recipients: press [*] [*] [1]

Specifying delivery options
- Make private/not private (toggle) [1]
- Make priority/not priority (toggle) [2]
- Schedule for future delivery [3]
- Attach a fax [5]

GETTING MESSAGES YOU RECEIVED

Listening to voice/e-mail messages
1. From the activity menu [2]
2. Listen to voice or e-mail message [0]

Responding to messages (optional)
After listening to your message, press [1] to respond to or forward the message. Then select one of the following:
- Call sender (exits mailbox) [0]
- Reply to sender by voice mail [1]
- Forward with comment at beginning [2]
- Record and address a new message [4]
- Reply to all recipients [5]
If you select any key from the above except [0]:
1. Record and address your message [6]
2. When finished [6]

Printing fax/e-mail messages
1. From the activity menu [2]
2. Listen to message header [2]
3. Print fax or e-mail portions [*] [1]
4. Print to fax machine [9]
5. When finished [9]
6. Specify delivery options (see below) [9]
7. Send message [9]

Specifying delivery address
- For voice user:
  - Enter user’s mailbox number, and press [6]
- For voice user name addressing:
  - Press [*] [2], spell user’s name or name of personal list, and press [6]
- For personal list, press [*] [5] and then list number [6]
- For fax user:
  - Press [*] [*] [5], enter outside line number (if needed) and telephone number, and then press [6]
  - To cancel address: press [*] [3]
  - To cancel another address: press [*] [*] [*] [3]
  - To list all recipients: press [*] [*] [1]

GENERAL TIPS
Not sure which key to press?
- Listen to Help at any time [*] [4]
- Go back to activity menu [*] [7]

Want to save time?
- Bypass greeting when recording [1]
- Bypass header when listening [0]

Want to adjust the way your messages are played?
- Faster [9]
- Slower [8]
- Louder [4]
- Softer [7]
- Skip forward [6]
- Skip backward [5]

Want to configure Personal Operator?
- To set up or change Personal Operator [5] [6]

Other options
- Transfer to covering extension [*] [0]
- Transfer to another mailbox [*] [8]
- Make system wait [*] [9]
- Access names or numbers directory [*] [6]
- Disconnect [*] [*] [9]

CREATING MULTIPLE PERSONAL GREETINGS

Listening to your greetings
1. From the activity menu [3]
2. Listen to greetings [0]
3. Enter greeting number [1–4]
4. When finished [9]

Creating or changing greetings
1. From the activity menu [3]
2. Record greetings [1]
3. Enter greeting number [1–4]
4. When finished [9]

Deleting greetings
1. From the activity menu [3]
2. Delete greeting [*] [3]
3. Enter greeting number [1–4]
4. When finished [9]

Changing call types
1. From the activity menu [3]
3. Differentiate
   - Busy/no-answer calls (toggle) [*] [1]
   - Personal greeting for all calls (toggle) [1]
4. When finished [9]

Assigning greetings to call types
1. From the activity menu [3]
3. Enter optional greeting number (if only the call type is Busy or No Answer) [1–2]
4. Select one of the following:
   - Use greeting for busy calls [*] [1]
   - Use greeting for no-answer calls [2]
   - When finished [9]

Setting up Call Me/Find Me/Notify Me options
1. From the activity menu [6]
2. Select one of the following:
   - Call Me [1]
   - Find Me [2]
   - Notify Me [3]
3. Select one of the following:
   - Enable Call Me/Find Me [9]
   - Disable Call Me/Find Me [6]

NOTE: Your system may not support all features.

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AUDIX® Telephone User Interface
for Avaya Modular Messaging
Quick Reference Guide

ABOUT THIS GUIDE
This quick reference guide provides step-by-step instructions on how to perform important tasks when using the Modular Messaging system through the AUDIX® telephone user interface (TUI). For additional information, consult the Modular Messaging TUI guide.

Note: Depending on the way your system is set up, some features in this guide may not be available.

[1] RECORD/SEND MESSAGES
For voice-only or voice/fax:
- At tone, record message
- When finished, press [#]
For fax-only:
- To bypass recording, press [#] before recording tone sounds

MESSAGE OPTIONS
- Enter destination mailbox number, and then press [#]
- To spell name (person or list) using touchtone keys, press [*] [2]
- To send to personal list, press [*] [5]
- To address to fax machine, press [*] [*] [5]
- OTHER OPTIONS
  - List all recipients [1]
  - Delete current addressee [3]
  - When finished, press [#]

MESSAGE ADDRESSING OPTIONS

[2] GET MESSAGES
Listen to message [0]
Respond to or forward message [1]
Reply to header [2]
Skip to next category [7]
Skip to next header [#]
Keep message in current category [*] [*] [4]
Delete message [7]
Print fax/e-mail [7] [1]
Undelete message [*] [*] [8]

GET MESSAGE OPTIONS

[3] PERSONAL GREETINGS
Listen to greeting [0]
Record greetings [1]
Activate greetings [2]
Delete greetings [3]
Administer call types [4]

PERSONAL GREETING OPTIONS

[4] RECORD GREETING OPTIONS
Record or re-record [1]
Play/Pause/Resume greeting [3]
Delete greeting [*] [3]
Approve/Save greeting [#]

[5] PERSONAL OPTIONS
Administer mailing lists [1]
Caller Application Announcements [2]
Set fax preferences [3]
Change password [4]
Record name [5]
Personal Operator [6]

PERSONAL OPTIONS

[6] CALL ME/FIND ME/NOTIFY ME
Enable Call Me/Find Me/Notify Me [9]
Disable Call Me/Find Me/Notify Me [6]

CALL ME/FIND ME/NOTIFY ME

[7] AUTOSCAN OPTIONS
Scan headers & messages [1]
Scan headers only [2]
Scan message body [3]

AUTOSCAN OPTIONS

[8] PERSONAL LIST OPTIONS
Create list [1]
Scan lists [2]
Review & modify list [3]

PERSONAL LIST OPTIONS

[9] PRINT OPTIONS
Print to default fax/printer [#]
Print to other fax machine: [1]
Press [*] [*] [5]
Enter outside line number and full telephone number [6]
Press [#]
Print to this fax machine [*] [6]

PRINT OPTIONS

[10] SEND OPTIONS
Send immediately [#]
Toggle private/not private [1]
Toggle priority/not priority [2]
Mark for future delivery [3]

SEND OPTIONS

Rewind [1]
Pause/Resume [6]
Forward [5]
Skip [4]
Faster [7]
Slower [5]
Quiter [1]
Replay from beginning [0]

PLAYBACK OPTIONS

[12] RECORD OPTIONS
Pause/Resume recording [1]
Play back recording [2] [3]
End recording & approve [3]

RECORD OPTIONS

From your office mailbox:
1. Call the system access number.
2. Enter your password followed by [#].

From someone else’s office extension or from outside of your office:
1. Call the system access number.
2. Do one of the following:
   - If you are prompted to enter the password for the extension from which you are calling, press [*] [6].
   - If you are prompted to enter the extension of the person you are calling, press [#].
3. Enter your mailbox number.
4. Enter your password followed by [#].

ACCESSING YOUR MAILBOX OPTIONS

For additional information, consult the Modular Messaging TUI guide.

From your office extension:
1. Call the system access number.
2. Enter your password followed by [#].

From someone else’s office extension or from outside of your office:
1. Call the system access number.
2. Do one of the following:
   - If you are prompted to enter the password for the extension from which you are calling, press [*] [6].
   - If you are prompted to enter the extension of the person you are calling, press [#].
3. Enter your mailbox number.
4. Enter your password followed by [#].

ACCESSING YOUR MAILBOX OPTIONS

When finished, press [1–4]

SELECT OPTIONS

When finished, press [1–4]

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