RECORDING AND SENDING MESSAGES

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

Sending fax-only messages from fax machine
1. From the activity menu
2. Bypass voice recording
3. Specify delivery address (see below)
4. When finished
5. Specify delivery options (see below)
6. Load document into fax machine
7. Send message
8. Specify delivery options (see below)
9. Send message

Specifying delivery address
• For voice user:
  - Enter user’s mailbox number, and press
  - For voice user name addressing:
    - Press [1][2], spell user’s name or name of personal list, and press
    - For personal list, press [*][5] and then list number
    - For fax user:
      - Press [*][1][5], enter outside line number (if needed) and telephone number, and then press
      - To cancel address: press [*][3]
      - To cancel another address: press [*][1][7]
      - To list all recipients: press [*][1][1]

Specifying delivery options
• Make private/not private (toggle)
• Make priority/not priority (toggle)
• Schedule for future delivery
• Attach a fax

GETTING MESSAGES YOU RECEIVED

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

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)
• Reply to sender by voice mail
• Forward with comment at beginning
• Record and address a new message
• Reply to all recipients
If you select any key from the above except [0]:
1. Record and address your message
2. When finished
3. Specify delivery options
4. Send message

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

GENERAL TIPS
Not sure which key to press?
• Listen to Help at any time
• Go back to activity menu

Want to save time?
• Bypass greeting when recording
• Bypass header when listening

Want to adjust the way your messages are played?
• Faster
• Slower
• Louder
• Softer
• Skip forward
• Skip backward

Want to configure Personal Operator?
• To set up or change Personal Operator

Other options
• Transfer to covering extension
• Transfer to another mailbox
• Make system wait
• Access names or numbers directory
• Disconnect

CREATING MULTIPLE PERSONAL GREETINGS

Creating, changing, deleting greetings
1. From the activity menu
2. Do one of the following:
   - Listen to a greeting
   - Record or re-record a greeting
   - Delete a greeting
3. Enter greeting number
4. For optional greetings only, enter the optional greeting number
5. If Multilingual Call Answer is enabled, select a language
6. When finished

Scanning greetings
1. From the activity menu
2. Scan greetings

Setting up rules for optional greetings
• Activate for all calls
• Activate for internal calls to external calls or all calls (rotate)
• Activate for busy or no answer
• Activate for busy or no answer to busy

Choosing delivery options
• Specifying delivery address
• Specifying delivery options

Setting up Call Me/Find Me/Notify Me options
• Enable Call Me/Find Me
• Disable Call Me/Find Me

GENERAL TIPS
Make private/not private (toggle)
Make priority/not priority (toggle)
Schedule for future delivery
Attach a fax

NOTES:
Your system may not support all features.
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.

**ACCESSING YOUR MAILBOX**

**From your office extension:**
1. Call the system access number.
2. Enter your password followed by [9].

**From someone else's office extension or from outside of your office:**
1. Call the system access number.
2. Do one of the following:
   a. If you are prompted to enter the password for the extension from which you are calling, press [*] [6].
   b. If you are prompted to enter the extension of the person you are calling, press [9].
3. Enter your mailbox number.
4. Enter your password followed by [9].

**MESSAGE OPTIONS**

For voice-only or voice/fax:
- At tone, record message
- When finished, press [9]

For fax-only:
- To bypass recording, press [9] before recording tone sounds

**MESSAGE ADDRESSING OPTIONS**

- Enter destination mailbox number, and then press [9]
- 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
  - Delete current addressee
  - When finished, press [9]

**SEND OPTIONS**

- Send immediately [9]
- Toggle private / not private [1]
- Toggle priority / not priority [2]
- Mark for future delivery [3]

**PERSONAL LIST OPTIONS**

- Create list [1]
- Scan lists [2]
- Review & modify list [3]
- Record name [1]
- When finished, press [1]
- To approve, press [9]
- Enable Call Me/Find Me/Notify Me [9]
  - Disable Call Me/Find Me/Notify Me [9]

**PERSONAL OPTIONS**

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

**PERSONAL GREETING OPTIONS**

- Listen to greeting [0]
- Record greetings [1]
- Scan greetings [2]
- Delete greetings [3]
- Activate greetings [5]
- Review greeting rules [6]

**PERSONAL OPERATIONS**

- Listen to announcement [0]
- Record or re-record [1]
- Delete announcement [3]
- Enter password [9]
- Press [9]
- Re-enter new password [9]
- Press [9]

**PRINT OPTIONS**

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

**PRINT OPTIONS**

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

**RECORDER GREETING OPTIONS**

- Record or re-record [1]
- Play/Pause/Resume greeting [3]
- Delete greeting [1] [3]
- Approve/Save greeting [9]

**RESPOND / FORWARD OPTIONS**

- Call the sender [0]
- Reply to sender by voice mail [1]
- Forward with comment [2]
- Record new message [4]
- Reply to all recipients [5]

**SCAN OPTIONS**

- Scan headers & messages [1]
- Scan headers only [2]
- Scan message body [3]

**SEND OPTIONS**

- Send immediately [9]
- Toggle private / not private [1]
- Toggle priority / not priority [2]
- Mark for future delivery [3]

**PERSONAL GREETING OPTIONS**

- Listen to greeting [0]
- Record greetings [1]
- Scan greetings [2]
- Delete greetings [3]
- Activate greetings [5]
- Review greeting rules [6]

**PERSONAL LIST OPTIONS**

- Create list [1]
- Scan lists [2]
- Review & modify list [3]
- Record name [1]
- When finished, press [1]
- To approve, press [9]
- Enable Call Me/Find Me/Notify Me [9]
  - Disable Call Me/Find Me/Notify Me [9]