RECORDING AND SENDING MESSAGES

Sending voice or voice-fax messages

- From the main menu
- Record voice message
- When finished
- Specify delivery address (see below)
- When finished
- OR
- Attach a fax
- Send message

Sending fax-only messages

- From the main menu
- 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 to in mailbox
- From the main menu
- Forward fax with optional voice message
- When finished
- Specify delivery address (see below)
- When finished
- Send message

Specifying 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 #.

GENERAL TIPS

Not sure which key to press?

Listen to help at any time

Go back to previous menu

Want to save time?

Bypass greeting

Want to adjust the way

your messages are played?

Faster

Slower

Louder

Softer

Skip forward

Skip backward

GETTING MESSAGES YOU RECEIVED

Sending voice/text messages

- From the main menu
- Listen to voice or text message

Printing fax/text messages

- From the main menu
- Listen to message header
- Print fax or text portions
- Print to default machine
- OR
- Print to machine
- OR
- Print to machine you specify: enter fax number with prefixes, and then press #.

Printing all new faxes

- From the main menu
- Print all new faxes

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
- Download to computer
- Select “Manual Receive” from fax software dialogues.

Responding to messages (optional)

After listening to your message, select one of the following:

- Respond or forward
- Call sender/exit mailbox
- Reply to sender by voice mail
- Forward with comment at beginning
- Forward with comment at end
- Record and address a new message
- When finished
- OR
- Enter a delivery option, and then press #.

CREATING MULTIPLE PERSONAL GREETINGS

Sending voice or voice/fax messages

- From the main menu
- Listen to greetings
- Enter greeting number (1-9)
- When finished

Creating or changing greetings

- From the main menu
- Record greetings
- Enter greeting number (0-9)
- When finished
- OR
- If greeting is not already active, select one:
- Activate for all calls
- OR, if other call type(s) are defined:
- Use for each call type
- Use for internal (or busy) calls
- Use for external (or no answer) calls
- Use for out-of-hours calls
- When finished

Changing call types

- From the main menu
- Administer call types
- Differentiate
- Internal/external calls
- Busy/no-answer calls
- Out-of-hours calls
- No out-of-hours calls
- Single greeting for all calls
- When finished

Assigning greetings to call types

- From the main menu
- Listen to summary of active greetings
- Activate greeting
- Enter greeting number (0-9)
- Select one of the following:
- Use greeting for all call types
- Use greeting for internal (or busy) calls
- Use greeting for external (or no-answer) calls
- Use greeting for out-of-hours calls
- When finished

Note: Your system may not support all features.
RECORDING AND SENDING MESSAGES

Sending voice or voice-fax messages

From the main menu
Record voice message
When finished
Specify delivery address (see below)
When finished
OR
Attach a fax
Send message

Sending fax-only messages

From the main menu
Bypass voice recording
Specify delivery address (see below)
Load document into fax machine
Send message
Press “Start” key on fax machine
Send message

Sending voice-fax messages by forwarding a fax

Send a fax to your own mailbox
Log in to mailbox
From the main menu
Forward fax with optional voice message
When finished
Specify delivery address (see below)
When finished
Specify delivery address
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

GENERAL TIPS

Not sure which key to press?
Listen to help at any time
Go back to previous menu

Want to save time?
Bypass greeting

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

GETTING MESSAGES YOU RECEIVED

Listening to voice/text messages
From the main menu
Listen to voice or text message

Printing fax/text messages
From the main menu
Listen to message header
Print fax or text portions
Print to default machine
OR
Print to machine
to which you specify: press “Start” key on fax machine
OR
Print to machine you specify: enter fax number with prefixes, and then press

Printing all new faxes
From the main menu
Print all new faxes

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
Download to computer
Select “Manual Receive” from software dialogue

Responding to messages (optional)
After listening to your message, select one of following:
Respond or forward
Call sender/exit mailbox
Reply to sender by voice mail
Forward with comment at beginning
Forward with comment at end
Record and address a message
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
Listen to greetings
Enter greeting number (1-9)
When finished

Creating or changing greetings
From the main menu
Record greetings
Enter greeting number (0-9)
When finished
OR
If greeting is not already active, select one:
Activate for all calls
OR, if other call type(s) are defined:
Use for each call type
Use for internal (or busy) calls
Use for external (or no-answer) calls
Use for out-of-hours calls
When finished

Changing call types
From the main menu
Administer call types
Differentiate
– Internal/external calls
– Busy/no-answer calls
– Out-of-hours calls
– No-out-of-hours calls
– Single greeting for all calls
– All greeting types for all calls
When finished

Assigning greetings to call types
From the main menu
Listen to summary of active greetings
Activate greeting
Enter greeting number (0-9)
Select one of the following:
– Use greeting for all call types
– Use greeting for internal (or busy) calls
– Use greeting for external (or no-answer) calls
– Use greeting for out-of-hours calls
When finished

Note: Your system may not support all features.
For voice users enhanced list: enter an enhanced list (see below) OR Press "Start" key on fax machine

Specifying 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 #.

GENERAL TIPS
Not sure which key to press? Listen to help at any time
Go back to previous menu
Want to save time? Bypass greeting
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 1
Listen to voice or text message 0
Printing fax/text messages
From the main menu 1
Listen to message header 1
Print fax or text portions 2
Print to default machine 6
Print to machine attached to your telephone 6
Print to machine you specify: enter fax number with prefixes, and then press 6

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 1
Place a call to your mailbox from telephone 2
From the main menu 2
Record voice message 6
When finished 4
Specify delivery address (see below) 7
When finished 4
Send message 8

Responding to messages (optional)
After listening to your message, select one of the following:
Respond or forward 4
Call sender/exit mailbox 1
Reply to sender by voice mail 1
Forward with comment at beginning 4
Forward with comment at end 7
Record and address a new message 4
If you choose any key from the above except 0:
Record and address your message 8
When finished 4
Send message 4
OR Enter a delivery option, and then press 4

Creating Multiple Personal Greetings
Listening to your greetings
From the main menu 3
Listen to greetings 0
Enter greeting number (1-9) 3
When finished 4

Creating or changing greetings
From the main menu 3
Record greetings 3
Enter greeting number (0-9) 1
When finished 4
OR
If greeting is not already active, select one:
Activate for all calls 0
OR, if other call type(s) are defined:
Use for each call type 4
Use for internal (or busy) calls 2
Use for external (or no answer) calls 2
Use for out-of-hours calls 4
When finished 4

Changing call types
From the main menu 3
Administer call types 4
Differentiate 4
– Internal/external calls 2
– Busy/no-answer calls 3
– Out-of-hours calls 4
– No out-of-hours calls 5
– Single greeting for all calls 6
When finished 4

Assigning greetings to call types
From the main menu 3
Listen to summary of active greetings 3
Activate greeting 3
Enter greeting number (0-9) 4
Select one of the following:
– Use greeting for all call types 4
– Use greeting for internal (or busy) calls 2
– Use greeting for external (or no-answer) calls 2
– Use greeting for out-of-hours calls 4
When finished 4

Note: Your system may not support all features.
**AUDIX® Multimedia Messaging AT A GLANCE**

### MAIN MENU
- **1 Record/Send Messages**
- **2 Get Messages**
- **3 Personal Greetings**
- **4 Outgoing and Filed Messages**
- **5 Personal Options**
- **6 Outcalling**
- **7 Autoscan/Autoprint**

### RECORDING OPTIONS
- Pause
- Play back
- Delete and begin again
- *Record voice message at the time*
- *When finished*

### MESSAGE OPTIONS
- **Listen to first category & message header**
- **Respond**
  - Listen to message
  - Respond
  - Replay header
  - Skip to next category
  - Skip to next header
  - Hold message in current category
  - Delete
  - Print fax & e-mail
  - Undelete
- **Respond Options**
  - Call sender
  - Reply by voice mail
  - Forward w/comment at beginning
  - Forward w/comment at end
  - Record new message

### PERSONAL OPTIONS
- **Mailing list**
- **Personal directory**
- **Fax/text print options**
- **Password**
- **Record name**
- **Address before record on/off**
- **Call answer on/off**
- **Message media sequence**

### OUTCALLING OPTIONS
- **Set outcalling only on/off**
- **Set number & outcalling on/off**
- **Set outcalling time**

### SCAN OPTIONS
- **Scan headers & messages**
- **Scan headers only**
- **Scan messages only**
- **Print all new faxes**

### Scan Options
- **Print to default machine**
- **Print to other machine**
- **Print to machine you’re calling from**

### OPTIONS
- **OPTIONS**
  - Not sure which key to press?
  - Listen to help at any time
  - Go back to previous menu
  - Want to save time?
  - Bypass the greeting
  - Want to adjust the way your messages are played?
  - Faster
  - Louder
  - Softer
  - Skip forward
  - Skip backward

### GENERAL TIPS
- **NOT SURE WHICH KEY TO PRESS?**
  - Listen to help at any time
  - Go back to previous menu
- **WANT TO SAVE TIME?**
  - Bypass the greeting
- **WANT TO ADJUST THE WAY YOUR MESSAGES ARE PLAYED?**
  - Faster
  - Louder
  - Softer
  - Skip forward
  - Skip backward