RECORDING AND SENDING MESSAGES

Sending voice or voice-fax messages
- From the activity menu [1]
- Record voice message [0]
- When finished [8]
- Specify delivery address (see below) [8]
- When finished [8]
- Specify delivery options (see below) [8]
- Send message [8]

Sending fax-only messages from fax machine
- From the activity menu [1]
- Bypass voice recording [8]
- Specify delivery address (see below) [8]
- When finished [8]
- Specify delivery options (see below) [8]
- Load document into fax machine [2]
- Send message [8]
- Press Start key on fax machine [8]

Sending voice-fax messages by forwarding a fax
To send a fax to your own mailbox:
- Log in to mailbox [2]
- From the activity menu [2]
- Forward fax with optional voice message [1] [2]
- Record voice message [8]
- When finished [8]
- Specify delivery address (see below) [8]
- When finished [8]
- Specify delivery options (see below) [8]
- Send message [8]

Specify delivery address
- For voice user:
  - Enter user's mailbox number, and press [8]
- For voice user name addressing:
  - Press [*] [2], spell user's name or name of personal list, and press [8]
- For personal list, press [*] [5], then list number.
- For fax user:
  - Press [*] [*] [5], enter outside line number (if needed) and telephone number, and then press [8]
  - To cancel address: press [*] [3]
  - To cancel another address: press [*] [*] [3]
- To list all recipients: press [*] [1]

Specify 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
- From the activity menu [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) [8]
- Reply to sender by voice mail [0]
- 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:
- Record and address your message [8]
- When finished [8]
- Specify delivery options [8]
- Send message [8]

Printing fax/e-mail messages
- From the activity menu [2]
- Listen to message header [8]
- Print fax or e-mail portions [*] [1]
- Print to default machine [8]
OR
- To print to machine attached to your telephone [*] [6]
OR
- To print to other machine you specify:
  - Press [*] [*] [5]
  - Enter outside line number (if needed) and telephone number
  - Press [8]

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]

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
- From the activity menu [3]
- Listen to greetings [0]
- Enter greeting number [1–4]
- When finished [8]

Creating or changing greetings
- From the activity menu [3]
- Record greetings [1]
- Enter greeting number [1–4]
- When finished [8]

Deleting greetings
- From the activity menu [3]
- Delete greeting [3]
- Enter greeting number [1–4]
- When finished [8]

Changing call types
- From the activity menu [3]
- Administer call types [4]
- Differentiate
  - Busy/no-answer calls (toggle) [1]
  - Personal greeting for all calls (toggle) [1]
  - When finished [8]

Assigning greetings to call types
- From the activity menu [3]
- Activate greeting [2]
- Enter optional greeting number (only if the call type is Busy or No Answer) [1–2]
- Select one of the following:
  - Use greeting for busy calls [1]
  - Use greeting for no-answer calls [2]
  - When finished [8]

NOTE: Your system may not support all features.

NOTE: This Quick Reference Guide should be printed only on 8½ x 11 inch stock. Printing it on stock of other sizes (such as 8½ x 11) makes the print too small to read.

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Issue 2

AUDIX® Telephone
User Interface for Avaya™ Modular Messaging

QUICK REFERENCE GUIDE
**ABOUT THIS GUIDE**

Voice messaging gives you the ability to communicate effectively with one person or many from any touchtone telephone 24 hours a day. The faster you become familiar with Avaya Modular Messaging, the sooner you can put it to work for you.

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.

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**ACTIVITY MENU**

**1. RECORD/SEND MESSAGES**

**MESSAGE OPTIONS**

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

**MESSAGE ADDRESSING OPTIONS**

- Enter destination mailbox number, and then press [9]
- To “spell” name (person or list) using touchtone keys, press [*] [2]
- Then:
  - “Spell” full or partial name
  - Select name from list
  - To send to personal list, then personal list number (*) [5]
  - To address to fax machine, press [3]
- OTHER OPTIONS
  - List all recipients [*] [1]
  - Delete current address(es) (*) [3]
  - To delete the entire message, call all addressesers, then press [9] [9] [9]

**SEND OPTIONS**

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

**PRINT OPTIONS**

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

**SEND OPTIONS**

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

**PRINT OPTIONS**

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

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**2. GET MESSAGES**

**GET MESSAGE OPTIONS**

- Listen to message [0]
- Respond to or forward message [1]
- Skip to next category [*] [9]
- Skip to next header [9]
- Keep message in current category [*] [4]
- Delete message [*] [3]
- Print fax / e-mail [*] [1]
- Undelete message [*] [8]

**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]

**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]

**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]

---

**3. PERSONAL GREETINGS**

**PERSONAL GREETING OPTIONS**

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

**PERSONAL LIST OPTIONS**

- Create list [1]
- Scan lists [2]
- Review & modify list [3]

**GENERAL TIPS**

- To return to the Activity Menu, press [*] [7]
- See other side for more tips and options.

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**4. PERSONAL OPTIONS**

**PERSONAL OPTIONS**

- Administer mailing lists [1]
- Set fax preferences [3]
- Change password [4]
- Record name [5]

**PERSONAL OPTIONS**

- Administer mailing lists [1]
- Set fax preferences [3]
- Change password [4]
- Record name [5]

**PERSONAL OPTIONS**

- Administer mailing lists [1]
- Set fax preferences [3]
- Change password [4]
- Record name [5]

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**5. CALL ME OPTIONS**

**CALL ME OPTIONS**

- Turn Call Me on [9]
- Turn Call Me off [6]
- Hear current status [0]

**CALL ME OPTIONS**

- Turn Call Me on [9]
- Turn Call Me off [6]
- Hear current status [0]

**CALL ME OPTIONS**

- Turn Call Me on [9]
- Turn Call Me off [6]
- Hear current status [0]

---

**6. CALL ME OPTIONS**

**CALL ME OPTIONS**

- Turn Call Me on [9]
- Turn Call Me off [6]
- Hear current status [0]

**CALL ME OPTIONS**

- Turn Call Me on [9]
- Turn Call Me off [6]
- Hear current status [0]

**CALL ME OPTIONS**

- Turn Call Me on [9]
- Turn Call Me off [6]
- Hear current status [0]

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**7. AUTOSCANS OPTIONS**

**AUTOSCANS OPTIONS**

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

**AUTOSCANS OPTIONS**

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

**AUTOSCANS OPTIONS**

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