## RECORD MESSAGE

1. Press 1.
2. Speak message.

**Edit** -

* Press 1 to stop/pause

**THEN**

Press 1 to continue.

* Press 2 3 to play back.

* Press * D to delete and re-record. (Begin at Step 1.)

3. When finished, press * # to approve.

## ADDRESS / SEND MESSAGE

4. Enter recipient's extension and #.

5. Listen to address.

6. Repeat steps for more addresses.

7. Press ** #. to send NOW.

**OR**

Press * # to send with options.

### Options -

* To schedule future delivery, listen to prompts.

* To file a copy, press Y or N.

---

## LOG IN

1. Dial your voice mail number

2. Enter # or extension and #.

3. Enter password and #

Get your initial password from your system administrator.
### Get Messages

**LISTEN TO MESSAGE**

1. Press 2.
2. Listen to message header
3. Press 0 and listen to message.

**Options** -

* Respond go to step 4.
* Press 2 3 to play back summary.
* Press * D to delete and skip to next summary. If, immediately after deleting a message, you need to restore it, press ** U to undelete the message.

* Press # to save and skip to next summary.

**RESPOND TO MESSAGE**

4. Choose one:
   * Call sender directly, press 1 0.
   * * Reply by voice mail:*
     -- Press 1 7 and speak message (to send reply only)
   
   **OR**
   
   * Press 1 1 9 and speak message (to attach original).
     -- Press * * # to approve and send NOW.
   
   **OR**
   
   * Press * # to approve and send with options.
   
   * Forward with comment, press 1 2. Go to RECORD MESSAGES step 2 above.

### Activity Menu

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record and Send Messages</td>
<td>1</td>
</tr>
<tr>
<td>Get and Respond to Messages</td>
<td>2</td>
</tr>
<tr>
<td>Create Personal Greetings</td>
<td>3</td>
</tr>
<tr>
<td>Check Outgoing Messages</td>
<td>4</td>
</tr>
<tr>
<td>Change Password/Create Lists/Personal Directories</td>
<td>5</td>
</tr>
<tr>
<td>Scan Messages Quickly</td>
<td>7</td>
</tr>
</tbody>
</table>
Press

3

Administer Greetings

Record Greeting

1. Press 3.
2. Listen to greeting number in use.
3. Press 1 to create/change greeting.
4. Indicate greeting number you will record (1-9)
5. Speak greeting.
6. When finished, press * # to approve.

Use Greeting

7. Press 1 to use greeting for all calls.

Or

Press * # to leave greeting inactive.

Note: Depending on your system setup, you may have the ability to create multiple personal greetings (up to 9) and to activate them for different call types.

To use the Multiple Personal Greetings feature, listen to the system prompts or see A Portable Guide to AUDIX Release 1 Version 7, 585-305-709.

Basic Commands

Help *4 or *H
Restart at Activity Menu *7 or *R
Wait *9 or *W
Transfer to an extension *8 or *T
Look up name/extension **6 or **N
Exit system **9 or **X
Transfer call to operator *0
Delete *3 or *D
Undelete (may not be available with your system) **8 or **U
Hold message in **4 or **H category
Relog in **7 or **R
Skip call answer greeting 1

Use while addressing:

Alternate addressing *2 or *A (switch between name/ext.)
Use mailing list *5 or *L
CHANGE PASSWORD

1. Press 5 4.
2. Enter new password (up to 15 digits, 0-9) and press #.
3. Re-enter new password and press #.

TIPS

- To alternate between extension and name addressing, press *A.
- When addressing a message, press *M and 1 to make message private, 2 to make message priority, then *# to continue addressing.
- To approve and send a message NOW, press **#.
- To bypass greetings, press 1 as soon as the system answers and speak your message.

FOR MORE INFORMATION

- Press *H for HELP.
- See reverse side for complete voice mail system flow chart.
- Contact your system administrator at 3535
**YOUR VOICE MESSAGING SYSTEM**

**LOG IN**
- Dial your voice messaging system number. (You may need to dial an extension only, a complete local phone number, or, for long distance, the area code and phone number.)
- Enter extension # (if calling from your extension, enter #)
- Enter password #.

**Activity Menu**
- Record and Send Messages
- Get and Respond to Messages
- Create Personal Greetings
- Check Outgoing Messages
- Change Password/Create Lists/Personal Directories
- Scan Messages Quickly

**Basic Commands**
- Help: *H or #H
- Return to Activity Menu: *R or #R
- Delete: *D or #D
- Undelete (may not be available with your system): *U or #U
- Wait: #W or #W
- Transfer out of system: *T or #T
- Look up name/ext. in Directory: *N or #N
- Exit system: #X or #X
- Hold message in category: *H or #H
- Use while addressing:
  - Alternate addressing (switch between name/ext.): *A or #A
  - Use mailing list: *L or #L

**Voice Messaging System Number**

**Play-Back Controls**

**More Extensions or Names**
- Stop Recording/Restart
- Play Back
- Delete: *D or #D
- Approve: #A

**Extension or Name #**
(press *A or *2 to alternate between Ext and Name) and/or
- Group List: *G or #G

**Finish Addressing #**

**Reply by Voice Mail:**
- without copy: 7
- with copy: 19
- Forward with Comment: 2
- New Message: 4
- Call Sender: 0
- Return to previous menu: #

**Mailing Lists**
- Create List: 1
- Personal Directory: 2
- Scan: 2
- Password: 4
- Re-record name: 5

**Scan Headers and Messages**
- Scan Headers: 1
- Scan Messages: 3

**Scan Headers**
- List Options: 0
- Make Private: 1
- Make Priority: 2
- Schedule Delivery: 3
- File a Copy: 4

**FOR MORE INFORMATION:**
- Press *H for Help at any time.
- See your voice messaging portable guide.
- Contact your system administrator.

**Notice:** The information in this document is subject to change without notice. AT&T assumes no responsibility for any errors that may appear in this document.

**Note:** AUDIX R1V8 Standard and DEFINITY AUDIX R3.0 offer the *U (or *8) command to recover a message you just deleted and the # command to back out of the Reply to Sender option. However, these commands may not be available on all voice messaging systems AT&T offers subsequent to these products.