Audix is an easy-to-use voice messaging service available to you 24 hours a day from any touch-tone telephone. By pressing the buttons on your telephone, you can perform many tasks from the Audix Activity Menu.

Audix has a comprehensive help system that talks you through its menu options. If you need more information, simply listen to the system prompts or press * H to get help.

### Setting Up Your Audix Mailbox

To initialize your mailbox:

1. Lift the handset.

2. Enter the Audix phone number, **6556**.

3. Enter your four-digit extension number and then #.

4. Enter the default password followed by #.

*Note: The first time you log in, the default password is 8#.*

5. Audix will now require you to put your name in the system. You will be asked to:
   
   a. Press 1.
   
   b. Speak your name.
   
   c. Press 1 when you have said your name.
   
   d. Press # to approve or press 1 to re-record your name.

6. Audix will now require you to change the password. The new password must be at least five digits and can be up to twelve digits. You will be asked to:
   
   a. Enter your new password and #.
   
   b. Re-enter the password and #.

*Note: You will now be at the Activity Menu and Audix will tell you if you have any new messages. Record your personal greeting or hang up and resume later.*

### Getting Your Messages

If you have a message, you will hear a stutter dial tone when you lift the handset.

**First you must log in:**

1. Enter the Audix phone number **6556**.

2. Enter your extension number and then #.

3. Enter your password followed by #.

**Press 2 to get messages:**

1. Hear the message "header" (date, time of call, etc).

2. Press 0 to listen to the message.

3. Press 2 3 to replay the header.

4. Press * D to delete the message.

*Note: Be sure to delete any old (listened to) messages that you do not need to save. An old message will stay in your mailbox for five days if not deleted and will take up space that may be needed for new messages. A new (not yet listened to) message will stay in your mailbox for ten days. Messages are automatically deleted if you do not listen to them within the stated time frame.*
Main Activity Menu

The Main Activity Menu has the following basic options:

1. Record Messages - allows you to record and send message to other Audix users.
2. Get Messages - is used to listen to messages left in your Audix mailbox.
3. Administer Personal Greetings - is used to record the greeting that people hear when you are not able to answer the phone.

If you are not at the Activity Menu, you will need to log in first:

1. Enter the Audix phone number, 6556.
2. Enter your extension number and then #.
3. Enter your password followed by #.

Record a Personal Greeting

Press 3 to administer personal greetings.

1. Press 1 to create a greeting.
2. When prompted for a greeting number, enter 1 if this is your first greeting.
3. Record your greeting. For example: "Hello, this is ____. I'm sorry I missed your call. Please leave a message after the tone and I will get back to you as soon as I can."
4. When you have completed your greeting, press # to edit.

Send All Calls

To send all calls to voice mail:

1. Dial Send All Calls access code * 3

To cancel Send All Calls:

2. Dial Send All Calls cancel code # 3

Changing Your Password/ Name

Passwords must be at least five digits and can be up to twelve digits.

At the Activity Menu:

1. Press 5.
2. Press 4 to change your password or press 5 to change your name on the voice mail header.
3. Enter the NEW password and # or state your name and then press #.
4. Re-enter the password and #.

Call Waiting

Call waiting allows you to be notified of an incoming call while your phone is in use. You can place one call on hold while talking on the other call and switch back and forth between them.

1. If another call comes in while you are on the phone, you will hear one or two beeps. Onse signals an on-campus call; two signals an off-campus call.
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approve or 1 to edit.</td>
</tr>
<tr>
<td>2</td>
<td>Press FLASH and wait for the dial tone.</td>
</tr>
<tr>
<td>3</td>
<td>Dial 104.</td>
</tr>
<tr>
<td>4</td>
<td>The first call is placed on hold and you are connected to the second call.</td>
</tr>
<tr>
<td>5</td>
<td>You can switch between calls by repeating steps 2 and 3.</td>
</tr>
<tr>
<td>6</td>
<td>If you hang up with a call on hold, your phone will ring to remind you. When you pick up the phone you will be connected to the call that was on hold.</td>
</tr>
<tr>
<td>6</td>
<td>If you are finished, hang up or press *9. Your greeting is now activated for all incoming calls.</td>
</tr>
</tbody>
</table>

*Note: You may end a voice mail session at any time by pressing **9.*