ABOUT THIS GUIDE

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.

SEE OPTION 5--RECORD YOUR NAME:
If you do not record your first and last name, the system will say: Extension 5555 in a computer generated voice instead of your recorded name.

### ACCESSING YOUR MAILBOX

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

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

### MESSAGE OPTIONS

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

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

### MESSAGE ADDRESSING OPTIONS

- Enter destination mailbox number, and then press [#]
- To spell name (person or list) using touchtone keys, press [*] [#] [2]
- To send to personal list, press [*] [#]
- To address to fax machine, press [*] [#] [5]

### OTHER OPTIONS

- List all recipients [*] [1]
- Delete current addressee [*] [3]
- When finished, press [4]

### PERSONAL GREETING OPTIONS

- Select greeting [1–3]
- Personal greeting [1]
- Extended Absence greeting [2]
- Optional greeting [3]

### PERSONAL OPTIONS

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

### PERSONAL LIST OPTIONS

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

### SCAN OPTIONS

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

### PRINT OPTIONS

- Print to default fax/printer [#]
- Print to other fax machine [*] [0]
- Print to this fax machine [*] [6]

### SEND OPTIONS

- Send immediately [#]
- 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]

### CALL ME/FIND ME/NOTIFY ME

**Call Me** [1]
**Find Me** [2]
**Notify Me** [3]
**Enable Call Me/Find Me/Notify Me** [9]
**Disable Call Me/Find Me/Notify Me** [6]