

## RECORDING AND SENDING MESSAGES

### Sending voice or voice-fax messages

1. From the activity menu [1]
2. Record voice message
3. When finished [#]
4. Specify delivery address (see below)
5. When finished [#]
6. Specify delivery options (see below)
7. Send message [#]

### Sending fax-only messages from fax machine

1. From the activity menu [1]
2. Bypass voice recording [#]
3. Specify delivery address (see below)
4. When finished [#]
5. Specify delivery options (see below)
6. Load document into fax machine
7. Send message [#]
8. Press **Start** key on fax machine

### Sending voice-fax messages by forwarding a fax

To send a fax to your own mailbox:

1. Log in to mailbox
2. From the activity menu [2]
3. Forward fax with optional voice message [1] [2]
4. Record voice message
5. When finished [#]
6. Specify delivery address (see below)
7. When finished [#]
8. Specify delivery options (see below)
9. Send message [#]

### Specifying delivery address

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

### Specifying 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

1. From the activity menu [2]
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) [0]
- Reply to sender by voice mail [1]
- 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]:

1. Record and address your message
2. When finished [#]
3. Specify delivery options
4. Send message [#]

### Printing fax/e-mail messages

1. From the activity menu [2]
2. Listen to message header
3. Print fax or e-mail portions [\*] [1]
4. Print to default machine [#]

#### OR

- To print to the fax machine from which you are calling [\*] [6]

#### OR

- To print to other fax machine you specify:
  - Press [\*] [\*] [5]
  - Enter outside line number (if needed) and telephone number
  - Press [#]

## 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]

### Want to configure Personal Operator?

- To set up or change Personal Operator [5] [6]

### Other 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

### Creating, changing, deleting greetings

1. From the activity menu [3]
2. Do one of the following:
  - Listen to a greeting [0]
  - Record or re-record a greeting [1]
  - Delete a greeting [3]

3. Enter greeting number [1-3]
4. For optional greetings only, enter the optional greeting number [1-9]
5. If Multilingual Call Answer is enabled, a language select [1-3]
6. When finished [#]

### Scanning greetings

1. From the activity menu [3]
2. Scan greetings [2]

### Activating greetings

1. From the activity menu [3]
2. Activate greeting [5]
3. Enter greeting number [1-3]
4. For personal greeting only, you may need to confirm your choice [1]
5. For optional greetings only, enter the optional greeting number [1-9]

### Setting up rules for optional greetings

- Activate for all calls [0]
- Activate for internal calls → external calls → all calls (rotate) [1]
- Activate for business hours → out of business hours → any time (rotate) [2]
- Activate for busy → no answer → busy or no answer (rotate) [3]
- Deactivate for all calls [9]

### Reviewing optional greeting rules

1. From the activity menu [3]
2. Review optional greeting rules (in the order they will be evaluated) [6]

### Setting up Call Me/Find Me/Notify Me options

1. From the activity menu [6]
2. Select one of the following:
  - Call Me [1]
  - Find Me [2]
  - Notify Me [3]
3. Select one of the following:
  - Enable Call Me/Find Me [9]
  - Disable Call Me/Find Me [6]

### Allow/disallow callers to leave a message when

**Extended Absence greeting is active** [3] [7] [1]

**NOTE:** *Your system may not support all features.*

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**AUDIX® Telephone  
User Interface for  
Avaya™ Modular Messaging**

## QUICK REFERENCE GUIDE

**University of Mississippi  
Telecommunications Center  
Baxter Hall  
662-915-5922 Front Desk  
662-915-3636 Voicemail Support**

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