

## 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.

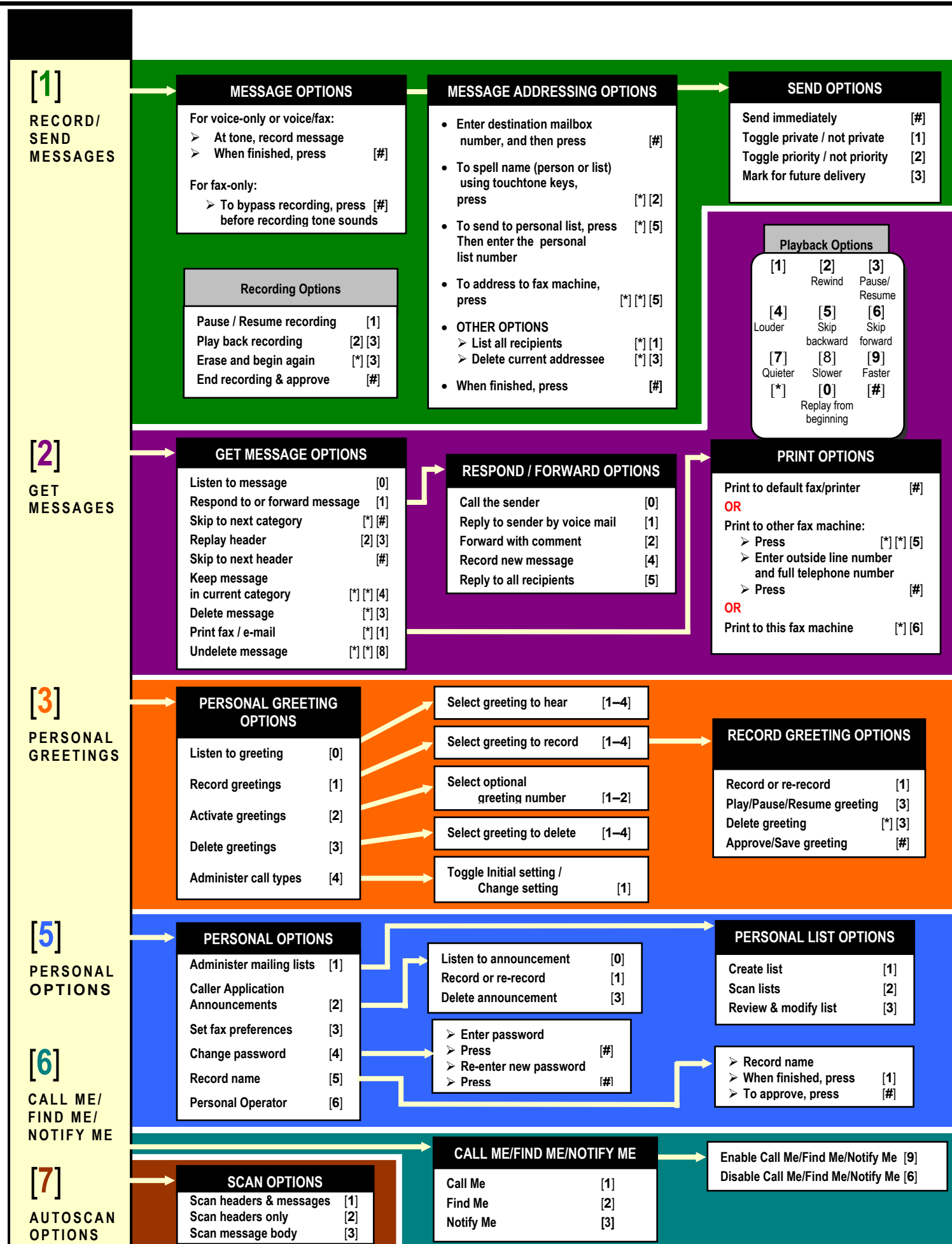
## Accessing your mailbox

### 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 of your 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 [#].



## 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

### Listening to your greetings

1. From the activity menu [3]
2. Listen to greetings [0]
3. Enter greeting number [1–4]
4. When finished [#]

### Creating or changing greetings

1. From the activity menu [3]
2. Record greetings [1]
3. Enter greeting number [1–4]
4. When finished [#]

### Deleting greetings

1. From the activity menu [3]
2. Delete greeting [3]
3. Enter greeting number [1–4]
4. When finished [#]

### Changing call types

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

### Assigning greetings to call types

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

### 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]

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

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

**QUICK REFERENCE GUIDE**

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