RECORDING AND SENDING MESSAGES

Sending voice or voice-fax messages

1. From the activity menu
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
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
3. Forward fax with optional voice message
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

General tips

• To cancel address: press [*] [3]
• To cancel another address: press [*] [1] [3]
• To list all recipients: press [*] [1] [3]

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] [3]

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. Listen to voice or e-mail message

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 (exit 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. 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 [*] [1] [5]
- Enter outside line number (if needed) and telephone number [9]

GENERAL TIPS

Not sure which key to press?
• Listen to Help at any time [*] [2]
• 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 [*] [6]

Other options
• Transfer to covering extension [*] [0]
• Transfer to another mailbox [*] [8]
• Make system wait [*] [9]
• Access names or numbers directory [*] [1] [6]
• Disconnect [*] [1] [9]

Creating multiple personal greetings

Creating, changing, deleting greetings
1. From the activity menu
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, select a language
6. When finished

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

Activating greetings
1. From the activity menu
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
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
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 [9]

NOTE: Your system may not support all features.

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3. When finished
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5. When finished
6. Specify delivery options (see below)
7. Send message

Sending fax-only messages from fax machine
1. From the activity menu
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. From the activity menu
2. Forward fax with optional voice message
3. Record voice message
4. When finished
5. Specify delivery address (see below)
6. Load document into fax machine
7. Send message
8. Press Start key on fax machine

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 [*] [*] [*] [3]
  - To list all recipients: press [*] [*] [1]

For fax only:
- 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 [*] [*] [*] [3]
  - To list all recipients: press [*] [*] [1]

GENERAL TIPS
Not sure which key to press?
- Listen to Help at any time
- Go back to activity menu

Want to save time?
- Bypass greeting when recording
- Bypass header when listening

Want to adjust the way your messages are played?
- Faster
- Slower
- Louder
- Softer
- Skip forward
- Skip backward

Want to configure Personal Operator?
- To set up or change Personal Operator

Other options
- Transfer to covering extension
- Transfer to another mailbox
- Make system wait
- Access names or numbers directory
- Disconnect

NOTE: Your system may not support all features.
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. Depending on the way your system is set up, some features in this guide may not be available.

### About This Guide

Accessing your mailbox

**From your office extension:**
1. Call the system access number.
2. Enter your password followed by [6].

**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 [*] [6].
   - If you are prompted to enter the extension of the person you are calling, press [6].
3. Enter your mailbox number.
4. Enter your password followed by [6].

### RECORD/Send Messages

**MESSAGE OPTIONS**
- For voice-only or voice/fax:
  - At tone, record message
  - When finished, press [6]
- For fax-only:
  - To bypass recording, press [6] before recording tone sounds

**MESSAGE ADDRESSING OPTIONS**
- Enter destination mailbox number, and then press [6]
- To spell name (person or list) using touchtone keys, press [*] [2]
- To send to personal list, press [*] [5]
- To address to fax machine, press [*] [5]
- OTHER OPTIONS
  - List all recipients
  - Delete current addressee
  - When finished, press [6]

**SEND OPTIONS**
- Send immediately [6]
- Toggle private / not private [1]
- Toggle priority / not priority [2]
- Mark for future delivery [3]

### GET Messages

**GET MESSAGE OPTIONS**
- Listen to message [6]
- Respond to or forward message [2] [3]
- Reply to all recipients [2] [3]
- Skip to next category [6]
- Skip to next header [6]
- Keep message in current category [*] [7] [3]
- Delete message [*] [3]
- Print fax / e-mail [*] [3]
- Undelete message [*] [6] [6]

### MESSAGE ADDRESSING OPTIONS
- Listen to announcement [0]
- Record or re-record [1]
- Record or announcement [0]
- Delete announcement [3]

### Personal Greetings

**PERSONAL GREETING OPTIONS**
- Listen to greeting [0]
- Record greetings [1]
- Scan greetings [2]
- Delete greetings [3]
- Activate greetings [5]
- Review greeting rules [6]

**RECORD GREETING OPTIONS**
- Record or re-record [1]
- Play/Pause/Resume greeting [3]
- Delete greeting [7] [3]
- Approve/Save greeting [9]

### Personal Options

**PERSONAL OPTIONS**
- Administer mailing lists [1]
- Caller Application [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]

### Call Me/Find Me/Notify Me

**CALL ME/FIND ME/NOTIFY ME**
- Call Me [1]
- Find Me [2]
- Notify Me [3]

**DISABLE CALL ME/FIND ME/NOTIFY ME**
- Disable Call Me/Find Me/Notify Me [9]

### Scan Options

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

### Print Options

**PRINT OPTIONS**
- Print to default fax/printer [6]
- Print to other fax machine:
  - Enter outside line number and full telephone number [5]
  - Press [5]
- OR
- Print to this fax machine [*] [6]

### Record Options

**RECORD OPTIONS**
- Record or re-record [1]
- Play/Pause/Resume greeting [3]
- Delete greeting [7] [3]
- Approve/Save greeting [9]

### Other Options

**OTHER OPTIONS**
- Enter password
- Press
- Re-enter new password
- Press

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**Quick Reference Guide**

For Avaya Modular Messaging

**AUDIX® Telephone User Interface**

for Avaya Modular Messaging

Quick Reference Guide