PHONE

Playing messages
Unread messages 1 - 1
Read messages 1 - 2
Saved messages 1 - 3
Playback controls
Hear message details 5
Message start 1 - 1
Message end 3 - 3
Skip to next message #
Message options
Delete message 7
Save message 9
Call sender during / after playback 8 - 8
Replaying to a message
1. Reply during / after playback 8
2. Record reply, then press #
3. Send message #
Forwarding with an introduction
1. Forward after playback 6
2. Record introduction, then press #
3. Say / enter recipient
4. Send message #
Sending a new message
1. From main menu 2
2. Record message, then press #
   > Hear recording 1
   > Delete and re-record *
3. Say / enter recipient
4. Send message #
Selecting recipients
Say recipient name or distribution list
Enter a mailbox / personal list number
To spell recipient name or distribution list #
Add more recipients 6
Delivery options
Specify delivery options 0

PHONE (Continued)

Future delivery
By date 4 - 1
By week day 4 - 2
Future delivery by date
Enter day, month, and time
Specify AM / PM 1 / 2
Transferring to a mailbox
To transfer an incoming call to a mailbox, without the mailbox owner’s phone ringing
1. Press Transfer > Message > *
2. Enter recipient mailbox number
Recording a call
To record an incoming call as a voice message
1. To begin recording, press audix-rec
2. To end recording, press audix-rec
Hints and tips
Help 0
Cancel / previous menu *
Bypass a greeting or interrupt a prompt #

MANAGING USER PREFERENCES

Features
Notify Me on/off 4 - 1 - 1
Reach Me on/off 4 - 1 - 2
Administrative options
Change password 4 - 2 - 1
Date, time playback on/off 4 - 2 - 4
Greetings
Personal greeting on/off 4 - 3 - 1
Set extended absence greeting 4 - 3 - 2
Set / change name 4 - 3 - 3
Set away-from-phone greeting 4 - 3 - 1 - 2 - 1
Set busy greeting 4 - 3 - 1 - 2 - 2
Web user preferences link
As specified by your administrator

Some of these features may not be available in your organization. For details, contact your administrator.
LOG IN TO MESSAGING
1. Call voicemail number
2. Enter your password

POWER KEYS use anytime
Skip/Enter - #
Help - 0
Cancel - *

PLAYBACK CONTROL during playback
Rewind - 1
Rewind to start - 1
Pause / Resume - 2
Fast-forward - 3
Fast-forward to end - 3
Slower playback - 4
Slowest playback - 4
Faster playback - 6
Fastest playback - 6

MESSAGE OPTIONS after playback
Reply - 8
Message details - 5
Forward (with introduction) - 6
Forward (without introduction) - 6
Forward (remove introductions) - 6
Delete - 7
Replay - 4
Call sender - 8
Save - 9

PLAY MESSAGES
Unread messages - 1
Read messages - 2
Saved messages - 3

SELECT RECIPIENT after recording a message
Enter mailbox number
Spell name or distribution list
Say name or distribution list

CONFIRM
Hear delivery options - 0
Add more recipients - 6
Send - #

DEPARTMENT OPTIONS
Private - 1
Important - 2
Future delivery - 4

SEND MESSAGE
Send - #

FEATURES
Notify Me on/off - 1
Reach Me on/off - 2

USER PREFERENCES
Features - 1
Administrative options - 2
Greetings - 3

ADMINISTRATIVE OPTIONS
Password - 1
Date, time playback on/off - 2

GREETINGS
Personal greeting - 1
Extended absence - 2
Name - 3

PERSONAL GREETING
Standard system greeting - 1
Away from phone - 2
Busy greeting - 2

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1. Call voicemail number
2. Enter your password

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