## 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

### Replying 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.
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