

How to Use AUDIX: Your Campus Voice Mail System

To reach your AUDIX dial: 5990

New Users will be prompted to: Enter your 4-digit extension followed by a # sign. Enter a # sign as your password. Press 1, speak your name, press 1 again (callers will hear this when they reach your AUDIX mailbox, unless you record a personal greeting). Enter a unique 3-8-digit password to allow access to your AUDIX mailbox.

Existing Users will be prompted to: Enter your **4-digit extension** followed by a # sign. Enter your **password** followed by a # sign.

Quick Reference

| ACTIVITY MENU | | | PLAY-BACK MENU | | |
|--------------------------------|--------------------------------|-------------------------------------|---|--------------------|--------------------|
| Record Messages | Get Messages ABC 2 | Administer Greetings DEF 3 | 1 | Rewind ABC 2 | Play/Pause |
| Review Messages GHI 4 | Password/ Lists JKL 5 | ^{MNO} 6 | Louder GHI 4 | Back Up | Advance |
| Scan PRS 7 | <i>TUV</i> 8 | wxy 9 | Softer PRS 7 | Slower TUV 8 | Faster WXY 9 |
| * | 0 | # | * | 0 | Skip # |
| | | | Press 3 to pause and 3 again to continue. | | |

| BASIC COMMANDS | | | | |
|---------------------------|-----|-------|--|--|
| Help | *H | (*4) | | |
| Alternate Addressing | *A | (*2) | | |
| Back Up | *B | (*2) | | |
| Delete | *D | (*3) | | |
| Listen | *L | (*5) | | |
| Relogin | **R | (**7) | | |
| Restart | *R | (*7) | | |
| Transfer out of system | *T | (*8) | | |
| Wait | *W | (*9) | | |
| Transfer to covering ext. | | (*0) | | |
| Exit system | **X | (**9) | | |
| Disconnect (Hang Up) | | | | |

PRESS 2 (Listen - Replay/Forward - Save/Delete)

GET MESSAGES

1. Press **3** - To listen to a message header.

2. Press 0 - To listen to a message.
Options:
Press 1 - Respond/Forward
Press 2 - Step Back
Press 3 - Listen to header
Press *D - Delete
Press # - Save and go to next message
Press # - Skip to next category
Press **H - Hold message, go to next header
Press **U - Undelete message (only if you have not hung up)

RESPOND TO MESSAGE

3. Options:

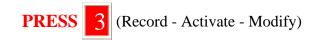
Press 1 - Respond/Forward Press 4 - Record new message Press 1, 2 - Forward with a comment Reply to sender: Press 1, 7 - Send reply only Press 1, 1, 9 - Send reply/attach original Press # - Approve

Press **0** - Send with options

Press # - Send now

MESSAGE STORAGE TIME

Audix deletes messages after 5 days.



ADMINISTER PERSONAL GREETINGS

- 1. Press **0** Listen to a greeting
- 2. Press **1** Create, change or delete a greeting
- Choose greeting number to record (1-9)
 Press 1 To record a new greeting after the tone.

Options:

Press **1** - Stop/Edit Press **2**, **3** - Playback Press ***D** - Delete and re-record message

Press # - Approve

- 4. Press 2 Scan all greetings
- 5. Press 3 Activate an existing greeting
 * NOTE: You must <u>activate</u> a greeting after you record it. Your personal greeting will not be played if it is not activated.
- 6. Press 4 Administer call types

Choices:

- Press 1 Distinguish between internal and external calls
- Press 2 Distinguish between busy and no answer calls
- Press 3 Distinguish between work-time and out-of hours calls
- Press 4 Remove distinction between work-time and out-of hour calls
- Press 5 Use same greeting for all calls

When finished, Press #



CHANGE PASSWORD

- 1. Press **4**
- 2. Enter **new password** (at least 6 digits)
- 3. Re-enter **new password** Press #

RECORD YOUR NAME

- 1. Press **5**
- 2. Say your **name** after the tone
- 3. Press **1** After saying your name
- 4. Press # Approve