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 **1**	Get Messages *ABC* **2**	Administer Greetings *DEF* **3**		**1**	Rewind *ABC* **2**	Play/Pause *DEF* **3**
Review Messages *GHI* **4**	Password/ Lists *JKL* **5**	*MNO* **6**		Louder *GHI* **4**	Back Up *JKL* **5**	Advance *MNO* **6**
Scan *PRS* **7**	*TUV* **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.

PRESS `3` (Record - Activate - Modify)

ADMINISTER PERSONAL GREETINGS

1. Press **0** - Listen to a greeting
2. Press **1** - Create, change or delete a greeting
3. 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 **#**

PRESS 5 (Change Password - Record Your Name)

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