

***ATTENTION: URGENT INFORMATION
REGARDING YOUR TELEPHONE VOICE
MAIL SYSTEM***

- 1) LOG IN: DIAL 1900
EXTENSION + #
INITIAL PASSWORD = 1 + #
- 2) RE-RECORD NAME: PRESS 5
WAIT FOR NEXT MENU; PRESS 5;
FOLLOW VERBAL INSTRUCTIONS;
HANG UP
- 3) CREATE PASSWORD: LOG IN (SEE STEP #1 ABOVE)
PRESS 5
WAIT FOR NEXT MENU; PRESS 4;
FOLLOW VERBAL INSTRUCTIONS
(NOTE: PASSWORD MUST BE AT LEAST 4 DIGITS LONG AND
CANNOT BE SEQUENTIAL OR REPEATING DIGITS);
HANG UP
- 4) PERSONAL GREETING: LOG IN (SEE STEP #1 ABOVE)
PRESS 3
PRESS 1; ANSWER "ENTER
GREETING NUMBER" WITH 1;
PRESS 1 TO RE-RECORD; FOLLOW
VERBAL INSTRUCTIONS; HANG UP

A QUICK REFERENCE GUIDE FOR YOUR VOICE MAIL SYSTEM IS
ATTACHED.

PROBLEMS WITH YOUR PHONE? DIAL 4357; select option "3"

YOUR VOICE MAIL SYSTEM

LOG IN

- Dial your AUDIX system number.
- Enter # (from your ext.) or extension #.
- Enter password #.
- Get your initial password from your system administrator.

ACTIVITY MENU

Send Messages	1
Get Messages	ABC 2
Administer Greetings	DEF 3
Check Outgoing Messages	GHI 4
Change Password/Administer Lists	JKL 5
Scan Messages Quickly	PRS 7

BASIC COMMANDS

Help	*H
Return to Activity Menu	*R
Delete	*D
Undelete	**U
Wait	*W
Transfer out of system	*T
Look up name/ext. in Directory	**N
Exit system	**X
Hold message in category	**H
Use while addressing: Alternate addressing (switch between name/ext.)	*A
Use list of addresses	*L

Record Message

Stop Recording/Restart	1
Play Back	2 3
Delete	*D
Approve	**#

More Extensions

Extension and/or Group List	# *L
Finish Addressing	*#

Send	*#
List Options	0
Make Private	1
Make Priority	2
Schedule Delivery	3
Title a Copy	4

Hear Message Summary

Listen	0
Replay Header	2 3
Delete	*D
Undelete	**U
Skip	#
Next Category	**#

Respond / Forward / Reply by Voice Mail

Forward /	1
Reply by Voice Mail: -without copy	7
Forward with Comment	1 9
New Message?	2
Call Sender	4
Return to getting messages	0
Stop Recording/Restart	*#
Play Back	**#
Delete	2 3
Approve	*D

Hear Greeting Number(s) in Use

Listen	0
Change/Create/Delete	1
Scan	2
Activate	3
Call Type Finished?	4
	*#

Record Greeting

Record Greeting	1
Stop Recording/Restart	1
Play Back	2 3
Delete	*D
Approve	**#

Hear Message Summary

Listen	0
Change/Resend	1
Replay Header	2 3
Delete	*D
Skip	#
Next Category	**#

Mailing Lists

Mailing Lists	1
Personal Directory	2
Password	4
Re-record name	5

Mailing Lists

Create List	1
Scan	2
Review/Mocky	3

Enter

New Password	#
Re-enter	#
New Password	#

Scan Headers and Messages	1
Scan Headers	2
Scan Messages	3

PLAY-BACK CONTROLS

1	Louder	2	Rewind	3	Play/Pause
4	CHL	5	ABC	DEF	
7	Softer	8	Back Up	MNO	
PRST		9	JKL	WXY	
			TUV		
*		0	Slower	Faster	
		#	Listen/Replay Skip		

Press 3 to pause and 3 again to continue. O=7 Z=9

Use while listening to or recording messages.

FOR MORE INFORMATION:

- Press *H for Help at any time.
- See reverse side for step-by-step procedures for options 1, 2, 3, and 5 on the Activity Menu.
- See **A Portable Guide to AUDIX Voice Messaging, 585-305-71**
- Contact your system administrator.

NOTICE: The information in this document is subject to change without notice. AT&T assumes no responsibility for any errors that may appear in this document.