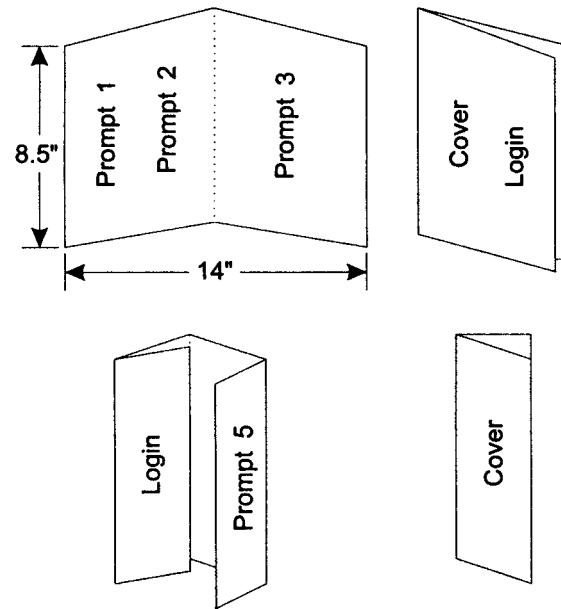


Prompt 5: Create Mailing List

- Press "5" for personal options administration.
- Press "1" for mailing list administration.
- Press "1" to create list.
- Enter list ID and "#".
- Press "1" for Private List
"2" for Public List
- Enter extension number and "#" for every person on the list.
- Press "#" to approve list (or scan list by pressing "*1").
- Press "*R" (*7) to return to main menu.

Folding Instructions

1. Position page as in diagram below.
2. Fold page in half.
3. Open, then fold each end in to the center.
4. Fold in half again on first fold line.



To send to a list, refer to
Prompt 1: Record Messages.

Global Commands

Delete	*D	(3)
Exit system	**X	(9)
Help	*H	(4)
Look up name/ext. in directory	**N	(6)
Restart at Activity menu	*R	(7)
Transfer out of system	*T	(8)
Undelete	**U	(8)
Wait	*W	(9)

Use while addressing

Alternate addressing (switch between name/ext.)	*A	(2)
Options menu	*M	(6)
Use group list	*L	(5)

Shortcuts

Bypass greeting	1
Reply to message in voice mail	1, 7
Rewind to previous message	*2
Scan message bodies only	7, 3

Lucent Technologies
Bell Labs Innovations



INTUITYTM
AUDIX[®]

Voice
Messaging

Job Aid

Login to AUDIX

- Dial AUDIX extension number.
- Enter your extension number and "#".
(Shortcut – only enter "#" if you are at your own phone.)
- Enter password and "#".

Activity Menu

Record Messages 1	Get Messages ABC 2	Administer Greetings DEF 3
Review Messages GHI 4	Password/Lists JKL 5	MNO 6
Scan Messages PRS 7	TUV 8	XYZ 9
*	Oper 0	#

**R Re-log in
Q = 7 Z = 9

Play-Back Controls

1	Rewind ABC 2	Play/Pause DEF 3
Louder GHI 4	Backup JKL 5	Advance MNO 6
Softer PRS 7	Slower TUV 8	Faster XYZ 9
*	Listen/Replay Oper 0	Skip #

Press 3 to pause and 3 again to continue
Q = 7 Z = 9

Prompt 1: Create Messages

Send Message to One Person/ Several People

Step 1: Record Message

- Press "1" to create message.
- Speak message.
- Press "#" to approve or press "1" to edit your message (follow the prompts).

Step 2: Address Message

- Enter extension number(s) and "#".
- Press "#" when finished addressing.

Step 3: Delivery Options

- Press "1" Private "3" Schedule Delivery
"2" Priority "4" File Copy

- or -

Step 4: Send Message

- Press "#" to send message.

Prompt 2: Get Messages

Listen to Message

- Press "2" to get messages.
- Press "0" to listen to message.
- Press "#" to save and skip.
- Press "*D" (*3) to delete message.

Reply in Voice Mail

- Follow steps 1-2 above to listen to message.
- Press "1" to respond/forward message.
- Press "1" to reply in voice mail.
- Attach a copy: Yes (9) or No (6).

Step 1: Record Message

- Speak message.
- Press "#" to approve recording or "1" to edit.

Step 3: Delivery Options

- Press "1" Private "3" Schedule Delivery
"2" Priority "4" File Copy

- or -

Step 4: Send Message

- Press "#" to send now.

Forward With a Comment

- Follow steps 1-2 above to listen to message
- Press "1" to respond/forward message
- Press "2" to forward with a comment

Step 1: Record Message

- Speak message.
- Press "#" to approve recording or "1" to edit.

Step 2: Address Message

- Enter extension number(s) and "#".
- Press "#" when finished addressing.

Step 3: Delivery Options

- Press "1" Private "3" Schedule Delivery
"2" Priority "4" File Copy

- or -

Step 4: Send Message

- Press "#" to send now.

Prompt 3: Personal Greetings

Multiple Personal Greetings

Step 1: Administer or Select Call Type

Set Call Type

First select the type of message to be played when the call goes to AUDIX.

- **Press "3" to administer greeting.**
- **Press "4" to set call type.**
- **Press "1" for Internal/External**

Internal – message played to callers within your company.

External – message played to callers outside your company.

- or -

- **Press "2" for Busy/No Answer**

Busy – message played to callers when you are on the phone.

No Answer – message played to callers when you are away from your desk.

- and -

- **Press "3" for Out of Hours**

Message played outside of normal business hours (i.e. 5:01 p.m. - 7:59 a.m.).

- or -

- **Press "4" for No Out of Hours**

- or -

- **Press "5" for Same Greeting for All Calls**

Note: You only need to set the call type once. For example, once you set Greeting 1 for external calls, it remains designated to answer external calls until the call type is changed again. If you are not going to change the call type, next time you record Greeting 1, skip Step 1 and proceed to Step 2.

Personal Greetings, cont'd

Step 2: Create or Change Greeting

- Press "3" to administer greeting.
- Press "1" to record greeting.
- Enter greeting number.
- Press "1" to begin recording.
- Speak greeting.
- Press "#" to approve or "1" to edit.

Step 3: Activate the Greeting

After recording, follow prompts to activate your greeting.

- Press "0" All Calls
"1" Busy or Internal
"2" No Answer or External
- Press "#" when finished.

Same Greetings for All Calls

- Follow steps 2-3 above.

Effective greetings.

- Smile when you record.
- Provide your name, date and availability to return calls.
- Ask caller to leave detailed information (i.e. name, number, account number and question).
- Provide alternate contact.

Sample greeting.

Thank you for calling Stone Advertising; you've reached Barry Vigil.

On Monday, I'm in a meeting all morning and I'll be returning calls after 1 p.m., so please leave your name and a detailed message at the tone.

If you need immediate assistance, press zero to speak with Roxanne Montero.

Thank you for calling and have a nice day.

Substitutes for Prompts 1 and 2

Step 2: Address Message – Name

- Press "*A" ("2") alternate addressing.
- Enter last name and "#".
- Press "#" when finished addressing.

Step 2: Address Message – List

- Press "*L" (*5) address by list.
- Press owner's extension and "#"; or just "#" if it is your list.
- Enter list ID number and "#".
- (Follow prompts to add extensions not on the list.)
- Press "#" when finished addressing.

Step 3: Scheduling Delivery

- Press "3" to schedule delivery.
- Enter hour, minutes, "A" or "P" and "#"
(i.e. 4052# is 4:05 a.m.).
- Enter delivery month and day, then "#"
(i.e. 502# for May 2nd).
- Press "#" to approve delivery schedule.

