

ABOUT THIS GUIDE

This quick reference guide provides step-by-step instructions on how to perform important tasks when using the Modular Messaging system through the AUDIX[®] telephone user interface (TUI). For additional information, consult the Modular Messaging TUI guide.

Note: Depending on the way your system is set up, some features in this guide may not be available.

Accessing your mailbox

From your office extension:

1. Call the system access number, *press*.
2. Enter your password followed by *[9]*.

From someone else's office extension or from outside of your office:

1. Call the system access number, *press* *99400* on campus or *991404* from off-campus.
2. Do one of the following:
 - If you are prompted to enter the password for the extension from which you are calling, *press* *[*][9]*, *press*.
 - If you are prompted to enter the extension of the person you are calling, *press* *[9]*, *press*.
3. Enter your mailbox number, *press* *0* for campus extensions.
4. Enter your password followed by *[9]*.

[1] RECORD/ SEND MESSAGES

MESSAGE OPTIONS

- For voice-only or voice/fax:
 - At tone, record message
 - When finished, *press* *[9]*
- For facsimile:
 - To bypass recording, *press* *[9]* before recording tone sounds.

Recording Options

- Pause / Resume recording *[1]*
- Play back recording *[2]* *[3]*
- Draw and begin again *[*][2]*
- End recording & approve *[9]*

MESSAGE ADDRESSING OPTIONS

- Enter destination mailbox number, and then *press* *[9]*
- To spell name (person or list) using touchtone keys, *press* *[*][9]*
- To send to personal list, *press* *[*][9]*. Then enter the personal list number.
- To address to fax machine, *press* *[*][*][9]*
- **OTHER OPTIONS**
 - List all recipients *[*][1]*
 - Delete current addressee *[*][2]*
- When finished, *press* *[9]*

SEND OPTIONS

- Send immediately *[9]*
- Toggle private / not private *[10]*
- Toggle priority / not priority *[12]*
- Mark for future delivery *[13]*

Playback Options

<i>[1]</i>	<i>[2]</i>	<i>[3]</i>
Listen	Repeat	Play Back
<i>[4]</i>	<i>[5]</i>	<i>[6]</i>
Listen	Stop	Stop
<i>[7]</i>	<i>[8]</i>	<i>[9]</i>
Quit	Scroll	Folder
<i>[*]</i>	<i>[*]</i>	<i>[*]</i>
	Repeat from beginning	

[2] GET MESSAGES

GET MESSAGE OPTIONS

- Listen to message *[9]*
- Respond to or forward message *[*]*
- Skip to next category *[*][9]*
- Play back header *[2]* *[3]*
- Skip to next header *[9]*
- Keep message *[*][*][9]*
- In current category *[*][*][9]*
- Delete message *[*][2]*
- Print fax / e-mail *[*][*]*
- Undelete message *[*][*][9]*

RESPOND / FORWARD OPTIONS

- Call the sender *[9]*
- Reply to sender by voice mail *[*]*
- Forward with comment *[*]*
- Record new message *[4]*
- Reply to all recipients *[5]*

PRINT OPTIONS

- Print to default fax/printer *[9]*
- [9]*
- Print to other fax machine:
 - *Press*
 - Enter outside line number and full telephone number
 - *Press* *[9]*
- [9]*
- Print to this fax machine *[*][9]*

[3] PERSONAL GREETINGS

PERSONAL GREETING OPTIONS

- Listen to greeting *[9]*
- Record greeting *[1]*
- Activate greeting *[2]*
- Delete greetings *[3]*
- Administer call types *[4]*

- Select greeting to hear *[1-4]*
- Select greeting to record *[1-4]*
- Select optional greeting number *[1-2]*
- Select greeting to delete *[1-4]*
- Toggle initial setting / Change setting *[1]*

RECORD GREETING OPTIONS

- Record or re-record *[1]*
- Play/Press off/Save greeting *[2]*
- Delete greeting *[*][2]*
- Approve/Save greeting *[9]*

[5] PERSONAL OPTIONS

PERSONAL OPTIONS

- Administer mailing lists *[1]*
- Caller Application Announcements *[2]*
- Set fax preferences *[3]*
- Change password *[4]*
- Record name *[5]*
- Personal Operator *[6]*

- Listen to announcement *[9]*
- Record or re-record *[1]*
- Delete announcement *[2]*
- Enter password
- *Press*
- Re-enter new password *[9]*
- *Press*

PERSONAL LIST OPTIONS

- Create list *[1]*
- Scan list *[2]*
- Review & modify list *[3]*
- Record name
- When finished, *press* *[*]*
- To approve, *press* *[9]*

[6] CALL ME/ FIND ME/ NOTIFY ME

SCAN OPTIONS

- Scan headers & messages *[1]*
- Scan headers only *[2]*
- Scan message body *[3]*

CALL ME/FIND ME/NOTIFY ME

- Call Me *[1]*
- Find Me *[2]*
- Notify Me *[3]*

- Enable Call Me/Find Me/Notify Me *[9]*
- Disable Call Me/Find Me/Notify Me *[5]*

[7] AUTOSCAN OPTIONS

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KJ Lindholm-Leary



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Table of Contents Avaya Audix Quick Reference Guide

1. Understanding the eBook Avaya Audix Quick Reference Guide
 - The Rise of Digital Reading Avaya Audix Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Avaya Audix Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Avaya Audix Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Avaya Audix Quick Reference Guide
 - Personalized Recommendations
 - Avaya Audix Quick Reference Guide User Reviews and Ratings
 - Avaya Audix Quick Reference Guide and Bestseller Lists
5. Accessing Avaya Audix Quick Reference Guide Free and Paid eBooks
 - Avaya Audix Quick Reference Guide Public Domain eBooks
 - Avaya Audix Quick Reference Guide eBook Subscription Services
 - Avaya Audix Quick Reference Guide Budget-Friendly Options

6. Navigating Avaya Audix Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Avaya Audix Quick Reference Guide Compatibility with Devices
 - Avaya Audix Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Avaya Audix Quick Reference Guide
 - Highlighting and Note-Taking Avaya Audix Quick Reference Guide
 - Interactive Elements Avaya Audix Quick Reference Guide
8. Staying Engaged with Avaya Audix Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Avaya Audix Quick Reference Guide
9. Balancing eBooks and Physical Books Avaya Audix Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Avaya Audix Quick Reference Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Avaya Audix Quick Reference Guide
 - Setting Reading Goals Avaya Audix Quick Reference Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Avaya Audix Quick Reference Guide
 - Fact-Checking eBook Content of Avaya Audix Quick Reference Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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