

# YOUR VOICE MAIL SYSTEM

AUDIX SYSTEM #: 6556

**PRESS**

**1**

**RECORD  
MESSAGES**

## RECORD MESSAGE

1. Press **1**.
2. Speak message.

### Edit -

\* Press **1** to stop/pause

### THEN

Press **1** to continue.

\* Press **2 3** to play back.

\* Press \* **D** to delete and re-record. (Begin at Step 1.)

3. When finished, press \* **#** to approve.

## ADDRESS / SEND MESSAGE

4. Enter recipient's extension and #.
5. Listen to address.
6. Repeat steps for more addresses.
7. Press \*\* **#**. to send NOW.

OR

Press \* **#** to send with options.

### Options -

\* To schedule future delivery, listen to prompts.

\* To file a copy, press **Y** or **N**.

## LOG IN

1. Dial your voice mail number
2. Enter # or extension and #.
3. Enter password and #

Get your initial password from your system administrator.

PRESS

A B C

2

GET  
MESSAGES

### LISTEN TO MESSAGE

1. Press 2.
2. Listen to message header
3. Press 0 and listen to message.

#### Options -

- \* Respond go to step 4.
- \* Press **2 3** to play back summary.
- \* Press \* **D** to delete and skip to next summary. If, immediately after deleting a message, you need to restore it, press \* \* **U** to undelete the message.
- \* Press # to save and skip to next summary.

### RESPOND TO MESSAGE

4. Choose one:
  - \* Call sender directly, press **1 0**.
  - \* *Reply by voice mail:*

-- Press **1 7** and speak message (to send reply only)

OR

Press **1 1 9** and speak message (to attach original).

-- Press \* \* # to approve and send NOW.

OR

Press \* # to approve and send with options.

- \* Forward with comment, press **1 2**. Go to **RECORD MESSAGES** step 2 above.

### ACTIVITY MENU

**Record and Send Messages** (record, edit, address, deliver)

1

**Get and Respond to Messages** (retrieve, sort/save, respond)

ABC

2

**Create Personal Greetings** (record, edit, activate)

DEF

3

**Check Outgoing Messages** (retrieve, sort/save/ review/ modify, resend)

GHI

4

**Change Password/ Create Lists/ Personal Directories** (create, review/modify, scan)

JKL

5

**Scan Messages Quickly** (and/or headers)

PRS

7

**PRESS**

**D E F**

**3**

**ADMINISTER  
GREETINGS**

**RECORD  
GREETING**

1. Press **3**.
2. Listen to greeting number in use.
3. Press **1** to create/change greeting.
4. Indicate greeting number you will record (1-9)
5. Speak greeting.  
**Edit –**
  - Press **1** to stop/pause.  
Then Press **1** to continue.
  - Press **2 3** to play back
  - Press **\* D** to delete and re-record.  
(Begin at step 5.)
6. When finished, press **\* #** to approve.

**USE GREETING**

7. Press **1** to use greeting for all calls.

**OR**

Press **\* #** to leave greeting inactive.

**NOTE:** Depending on your system setup, you may have the ability to create **multiple personal greetings** (up to 9) and to active them for different call types.

To use the **Multiple Personal Greetings** feature, listen to the system prompts or see **A Portable Guide to AUDIX Release 1 Version 7, 585-305-709.**

**BASIC COMMANDS**

Help	<b>*4 or *H</b>
Restart at Activity Menu	<b>*7 or *R</b>
Wait	<b>*9 or *W</b>
Transfer to an extension	<b>*8 or *T</b>
Look up name/ extension	<b>**6 or **N</b>
Exit system	<b>**9 or **X</b>
Transfer call to operator	<b>*0</b>
Delete	<b>*3 or *D</b>
Undelete (may not be available with your system)	<b>**8 or **U</b>
Hold message in category	<b>**4 or **H</b>
Relog in	<b>**7 or **R</b>
Skip call answer greeting	<b>1</b>
<b>Use while addressing:</b>	
Alternate addressing (switch between name/ext.)	<b>*2 or *A</b>
Use mailing list	<b>*5 or *L</b>

**PRESS**

**J K L**

**5**

**CHANGE  
PASSWORD/  
ADMINISTER LISTS**

### CHANGE PASSWORD

1. Press **5 4**.
2. Enter new password (up to 15 digits, 0-9) and press #.
3. Re-enter new password and press #.

### TIPS

- To alternate between extension and name addressing, press **\*A**.
- When addressing a message, press **\*M** and  
1 to make message private,  
2 to make message priority, then **\*#** to continue addressing.
- To approve and send a message NOW, press **\*\*#**.
- To bypass greetings, press **1** as soon as the system answers and speak your message.

### PLAY-BACK CONTROLS

**Rewind Play/Pause**

1	ABC 2	DEF 3
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**Louder Back Up Advance**

GHI 4	JKL 5	MNO 6
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**Softer Slower Faster**

PRS 7	TUV 8	WXY 9
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**Listen/Replay Skip**

*	Oper 0	#
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**Press 3 to pause and 3 again to continue. Q=7 Z=9**

**Voice messaging wallet card  
585-300-704, Issue 2, 11/93**

### FOR MORE INFORMATION

- Press **\*H** for HELP.
- See reverse side for complete voice mail system flow chart.
- Contact your system administrator at **3535**

# YOUR VOICE MESSAGING SYSTEM

## LOG IN

- Dial your voice messaging system number. (You may need to dial an extension only, a complete local phone number, or, for long distance, the area code and phone number.)
- Enter extension # (if calling from your extension, enter #)
- Enter password #.
- Get your initial password from your system administrator.

## ACTIVITY MENU

- 1 Record and Send Messages
- ABC 2 Get and Respond to Messages
- DEF 3 Create Personal Greetings
- GHI 4 Check Outgoing Messages
- JKL 5 Change Password/Create Lists/Personal Directories
- PRS 7 Scan Messages Quickly

## BASIC COMMANDS

- Help \*H or \*4
- Return to Activity Menu \*R or \*7
- Delete \*D or \*3
- Undelete (may not be available with your system) \*\*U or \*\*8
- Wait \*W or \*9
- Transfer out of system \*T or \*8
- Look up name/ext. in Directory \*\*N or \*\*6
- Exit system \*\*X or \*\*9
- Hold message in category \*\*H or \*\*4
- Use while addressing:**
- Alternate addressing (switch between name/ext.) \*A or \*2
- Use mailing list \*L or \*5

Record Message

Stop Recording/Restart 1  
Play Back 23  
Delete \*D or \*3  
Approve #

More Extensions or Names

Extension or Name # (press \*A or \*2 to alternate between Ext and Name) and/or Group List \*L or \*5

Finish Addressing #

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

Hear Message Summary

Listen 0  
Replay Header 23

Respond/Forward 1

Reply by Voice Mail:  
-without copy 7  
-with copy 19  
Forward with Comment 2  
New Message 4  
Call Sender 0  
Return to previous menu #

Delete \*D or \*3  
Undelete \*\*U or \*\*8  
Skip #  
Next Category \*

Undelete may not be available with your system

Hear Greeting Number(s) in Use

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

Enter Greeting Number

Stop Recording/Restart 1  
Play Back 23  
Delete \*D or \*3  
Approve #

Return may not be available with your system

Hear Message Summary

Listen 0  
Change/Resend 1  
Replay Header 23  
Delete \*D or \*3  
Skip #  
Next Category \*\*

Enter

Create List 1  
Scan 2  
Review/Modify 3

Enter

New Password #

Re-enter #

New Password #

Hear Message Summary

Listen 0  
Change/Resend 1  
Replay Header 23  
Delete \*D or \*3  
Skip #  
Next Category \*\*

Enter

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

Enter

Scan Headers and Messages 1  
Scan Headers 2  
Scan Messages 3

## PLAY-BACK CONTROLS

1 [ ] Rewind [ABC] 2 [ ] Play/Pause [DEF] 3 [ ]

4 [ ] Louder [GHI] [ ] 5 [ ] Back Up [JKL] [ ] Advance [MNO] 6 [ ]

7 [ ] Softer [PRS] [ ] 8 [ ] Slower [TUV] [ ] 9 [ ] Faster [WXY] [ ]

\* [ ] Listen/Replay Skip [ ] 0 [ ] # [ ]

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

Use while listening to or recording messages.

**FOR MORE INFORMATION:**

- Press \*H for Help at any time.
- See your voice messaging portable guide.
- 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.

**Note:** AUDIX R1V8 Standard and DEFINITY AUDIX R3.0 offer the \* \* U (or \* \* 8) command to recover a message you just deleted and the # command to back out of the Reply to Sender option. However, these commands may not be available on all voice messaging systems. AT&T offers subsequent to these products.