Phone menu

<table>
<thead>
<tr>
<th>Phone menu</th>
<th>Key press</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Playing messages</strong></td>
<td></td>
</tr>
<tr>
<td>1. From activity menu, press</td>
<td>2</td>
</tr>
<tr>
<td>2. Listen to message header</td>
<td></td>
</tr>
<tr>
<td>3. Play message</td>
<td>0</td>
</tr>
<tr>
<td><strong>Message options</strong></td>
<td></td>
</tr>
<tr>
<td>Skip message</td>
<td>#</td>
</tr>
<tr>
<td>Delete / Restore</td>
<td>* - D</td>
</tr>
<tr>
<td>Call sender</td>
<td>1 - 0</td>
</tr>
<tr>
<td><strong>Replying to a message</strong></td>
<td></td>
</tr>
<tr>
<td>Select message</td>
<td></td>
</tr>
<tr>
<td>1. Reply</td>
<td>1</td>
</tr>
<tr>
<td>2. Reply by voicemail</td>
<td>1</td>
</tr>
<tr>
<td>3. a. Reply with original message attached</td>
<td>9</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>3. b. Reply without original message attached</td>
<td>6</td>
</tr>
<tr>
<td>4. Record message, then press</td>
<td>#</td>
</tr>
<tr>
<td><strong>Sending a new message</strong></td>
<td></td>
</tr>
<tr>
<td>1. From activity menu, press</td>
<td>1</td>
</tr>
<tr>
<td>2. Record message</td>
<td></td>
</tr>
<tr>
<td>Pause / continue recording</td>
<td>1</td>
</tr>
<tr>
<td>Playback recording</td>
<td>2 - 3</td>
</tr>
<tr>
<td>Delete and re-record</td>
<td>* - D</td>
</tr>
<tr>
<td>Approve recording</td>
<td>#</td>
</tr>
</tbody>
</table>

**Selecting recipients**
1. Enter recipient, then $\# - \#$
2. Mark private 1
3. Mark priority 2
Future Delivery 3
Send

**Manage greetings**
Play personal greeting 3 - 0 - 1
Play extended absence greeting 3 - 0 - 2
Play optional greeting N (1 - 9) 3 - 0 - 3 - N
Record personal greeting 3 - 1 - 1
Record extended absence greeting 3 - 1 - 2
Record optional greeting N (1-9) 3 - 1 - 3 - N
Delete personal greeting 3 - 3 - 1
Delete extended absence greeting 3 - 3 - 2
Delete optional greeting N (1 - 9) 3 - 3 - 3 - N
Set rules for optional greeting N (1 - 9) 3 - 5 - 3 - N
Activate greeting 3 - 5

**Changing password**
1. From activity menu, press 5 - 4
2. Enter new password, then #
3. Re-enter new password, then #

**Auto login**
Turn on 5 - 6 - 1
Turn off 5 - 6 - 2

**Block messages**
Turn on Always 5 - 7 - 1
Turn off 5 - 7 - 2
Turn On while EAG 5 - 7 - 3
Continue 5 - 7 - #

**Transferring incoming call to a mailbox**
To transfer an incoming call to a mailbox, without the mailbox owner’s phone ringing (External phone rings)
1. Press Transfer > Message
2. Enter recipient mailbox number.
To transfer an incoming call to an associated mailbox on the system, phone rings in system (Internal phone rings)
1. Press Transfer > Message > *
2. Enter recipient mailbox number.

**Recording a call**
To record an incoming call as a voice message
1. To begin recording, press audix - rec
2. To end recording, press audix - rec

**User preferences in a Web browser**
As specified by your administrator

Note:
Some of these features may not be available in your organization. For details, contact your administrator.
### Outlook menu

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Play on PC</td>
<td>Plays a voice message on your PC.</td>
</tr>
<tr>
<td></td>
<td>Pauses, stops, rewinds, and fast-forwards when the TUI plays the message.</td>
</tr>
<tr>
<td>Play on Phone</td>
<td>Plays a voice message on your deskphone or any other phone.</td>
</tr>
<tr>
<td>Voice Reply</td>
<td>Replies to a voice message with a voice recording using any phone.</td>
</tr>
<tr>
<td>Voice Forward</td>
<td>Forwards an existing voice message.</td>
</tr>
<tr>
<td>Call Sender</td>
<td>Calls the message sender from a phone. When you pick up the phone, the TUI dials the sender.</td>
</tr>
<tr>
<td>User Preferences</td>
<td>Opens the User Preferences webpage.</td>
</tr>
</tbody>
</table>

**Note:**
For more information, visit [http://support.avaya.com/](http://support.avaya.com/)
### Navigation menu Audix®

#### Log in to Messaging
1. Call voice mail number
2. Enter your password

#### Activity menu
1. **Send messages**
   - Record message
   - Select recipients
   - Set options
   - Common commands

2. **Play messages**
   - Message options
   - Reply / Forward
   - Playback control keys during message review
   - Record greeting
   - Scan greeting

3. **Manage greetings**
   - Options
   - Personal options
   - Manage features
   - Autoscan

4. **Personal options**
   - Password
   - Record name
   - Auto log in
   - Block message

5. **Manage features**
   - Features
   - Scan options

6. **Options**
   - Menu list
   - Name addressing
   - List addressing
   - Options

7. **Select greeting type**
   - Greeting rules
   - Select greeting type
   - Greeting options

8. **Scan options**
   - See message options and playback control keys

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