

## PHONE

<b>Playing messages</b>	
1. From activity menu, press	<b>2</b>
2. Listen to message header	
3. Play message	<b>0</b>
<b>Message options</b>	
Skip message	<b>#</b>
Delete	<b>* - D</b>
Call sender	<b>1 - 0</b>
<b>Replying to a message</b>	
Select message	
1. Reply	<b>1</b>
2. Attachment options	<b>1</b>
3. Attach original message	<b>Y / N</b>
4. Record message, then press	<b>#</b>
<b>Sending a new message</b>	
1. From activity menu, press	<b>1</b>
2. Record message	
Pause / continue recording	<b>1</b>
Playback recording	<b>2 - 3</b>
Delete and re-record	<b>* - D</b>
Approve recording	<b>#</b>
<b>Selecting recipients</b>	
1. Enter recipient, then	<b># - #</b>
2. Mark private	<b>1</b>
3. Mark priority	<b>2</b>
4. Future delivery	<b>3</b>
5. Send	<b>#</b>
<b>Manage greetings</b>	
Play personal greeting	<b>3 - 0 - 1</b>
Play extended absence greeting	<b>3 - 0 - 2</b>
Play optional greeting N (1-9)	<b>3-0-3-N</b>
Record personal greeting	<b>3 - 1 - 1</b>
Record extended absence greeting	<b>3 - 1 - 2</b>
Record optional greeting N (1-9)	<b>3-1-3-N</b>
Delete personal greeting	<b>3 - 3 - 1</b>
Delete extended absence greeting	<b>3 - 3 - 2</b>
Delete optional greeting N (1-9)	<b>3-3-3-N</b>
Set rules for optional greeting N (1-9)	<b>3-5-3-N</b>

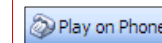
## PHONE (Continued)

<b>Manage greetings (Continued)</b>	
Activate greeting	<b>3 - 5</b>
<b>Changing password</b>	
1. From activity menu, press	<b>5 - 4</b>
2. Enter new password, then	<b>#</b>
3. Re-enter new password, then	<b>#</b>
<b>Transferring to a mailbox</b>	
To transfer an incoming call to a mailbox, without the mailbox owner's phone ringing	
1. Press <b>Transfer &gt; Message &gt; *</b>	
2. Enter recipient mailbox number	
<b>Recording a call</b>	
To record an incoming call as a voice message	
1. To begin recording, press	<b>audix-rec</b>
2. To end recording, press	<b>audix-rec</b>
<b>User preferences in a Web browser</b>	
As specified by your administrator	

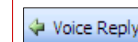
## OUTLOOK



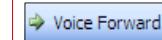
To play a voice message on your PC, click **Play on PC**. Use the playback control buttons to pause, stop, rewind, and fast-forward when the message is played.



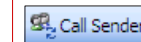
To play a voice message on your desk phone or any other phone, click **Play on Phone**.



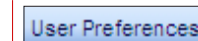
To reply to a voice message with a voice recording using any phone, click **Voice Reply**.



To forward a voice message, with a newly recorded introduction, using any phone, click **Voice Forward**.



To call the sender from any phone, click **Call Sender**. When you pick up the phone, the sender is dialed automatically.



To open the User Preferences web pages, click **User Preferences**.

## FOR MORE INFORMATION

<http://support.avaya.com/>

# Navigation Menu (Audix)

