RECORDING AND SENDING MESSAGES

Getting messages you received

Listening to voice/e-mail messages
1. From the activity menu
2. Listen to voice or e-mail message

Responding to messages (optional)
After listening to your message, press [1] to respond to or forward the message. Then select one of the following:
- Call sender (exit) [0]
- Reply to sender by voice mail [1]
- Forward with comment at beginning [2]
- Record and address a new message [4]
- Reply to all recipients [5]
If you select any key from the above except [0]:
1. Record and address your message
2. When finished
3. Specify delivery options
4. Send message

Sending voice or voice-fax messages
1. From the activity menu
1. From the activity menu
2. Listen to voice or e-mail message
2. Do one of the following:
- Listen to a greeting [0]
- Record or re-record a greeting [1]
- Delete a greeting [3]
3. Enter greeting number [1-9]
4. For optional greetings only, enter the optional greeting number [1-9]
5. If Multilingual Call Answer is enabled, select a language [1-3]
6. When finished

Sending fax-only messages from fax machine
1. From the activity menu
2. Do one of the following:
- Call sender (exits mailbox) [0]
- Reply to sender by voice mail [1]
- Forward with comment at beginning [2]
- Record a greeting [3]
- Delete a greeting [4]
- Forward with optional comment at beginning [2]
- Forward to another mailbox [5]
- Access names or numbers directory [6]
- Disconnect [9]

Specifying delivery options
- Make private/not private (toggle) [1]
- Make priority/not priority (toggle) [2]
- Schedule for future delivery [3]
- Attach a fax [5]

Creating multiple personal greetings

Setting up rules for optional greetings
- Activate for all calls [0]
- Activate for internal calls to external calls to all calls (rotate) [1-3]
- Activate for business hours to out of business hours to any time (rotate) [2]
- Activate for busy when no answer is busy or no answer (rotate) [3]
- Deactivate for all calls [9]

NOTE: Your system may not support all features.

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AVAYA™ Telephone User Interface for Avaya™ Modular Messaging
QUICK REFERENCE GUIDE

JUNE 2009
**ACCESSING YOUR MAILBOX**

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

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### MESSAGE OPTIONS

- For voice-only or voice/fax:
  - At tone, record message
  - When finished, press [9]

- For fax-only:
  - To bypass recording, press [9] before recording tone sounds

#### Recording Options

- **Pause / Resume recording**
- **Play back recording**
- **Skip to next category**
- **Erase and begin again**
- **End recording & approve**

---

### 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]**
- **To address to fax machine, press [*] [9]**
- **OTHER OPTIONS**
  - List all recipients
  - Delete current addressee
  - When finished, press [9]

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### ADDRESSING OPTIONS

- **Listen to message**
- **Respond to or forward message**
- **Reply to sender by voice mail**
- **Forward with comment**
- **Record new message**
- **Reply to all recipients**

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### PERSONAL GREETING OPTIONS

- **Listen to greeting**
- **Record greetings**
- **Scan greetings**
- **Delete greetings**
- **Activate greetings**
- **Review greeting rules**

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### PERSONAL OPTIONS

- **Administer mailing lists**
- **Caller Application Announcements**
- **Set fax preferences**
- **Change password**
- **Record name**
- **Personal Operator**

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### PERSONAL LIST OPTIONS

- **Create list**
- **Scan lists**
- **Review & modify list**

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### SCAN OPTIONS

- **Scan headers & messages**
- **Scan headers only**
- **Scan message body**

---

### RECEIVE OPTIONS

- **Send immediately**
- **Toggle private / not private**
- **Toggle priority / not priority**
- **Mark for future delivery**

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### PRINT OPTIONS

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

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### RECORD GREETING OPTIONS

- **Record or re-record**
- **Play/Pause/Resume greeting**
- **Delete greeting**
- **Approve/Save greeting**

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### PERSONAL LIST OPTIONS

- **Record name**
- **When finished, press**
- **To approve, press**

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### CALL ME/FIND ME/NOTIFY ME OPTIONS

- **Enable Call Me/Find Me/Notify Me**
- **Disable Call Me/Find Me/Notify Me**

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**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.