Navigation Menu (Audix)

AVAYA

LOG IN TO MESSAGING

1. Call voice mail number
2. Enter your password

ACTIVITY MENU

Send messages	1
Play messages	2
Manage greetings	3
Personal options	5
Manage features	6
Autoscan	7

RECORD MESSAGE

Pause / resume	1
Playback	2 3
Delete and re-record	* D
Approve	#

SELECT RECIPIENTS

Enter extension, then	#
List recipients	* 1
Name addressing	* 2
List addressing	* 5
Options	#

SET OPTIONS

Option list	0
Private on / off	1
Priority on / off	2
Future delivery	3
Send	#

COMMON COMMANDS

Help	* H
Activity menu	* R
Wait	* W
Transfer	* T
Re login	* * R
Exit system	* * X
Delete	* D

MESSAGE OPTIONS

Play	0
Replay header	2 3
Delete	* D
Skip message	#
Skip category	* #
Reply / forward	1

REPLY / FORWARD

Reply	1
Reply all	5
Forward with comment	2
Record new message	4
Call sender	0

PLAYBACK CONTROL KEYS during message review

Rewind	2
Play / pause	3
Back up	5
Advance	6
Slower	8
Faster	9
Listen / replay	0

GREETING OPTIONS

Listen	0
Record	1
Delete	3
Activate	5

SELECT GREETING TYPE

Personal	1
Extended absence	2
Optional greeting N (1-9)	3 N

RECORD GREETING

Record / change	1
Play / pause	3
Delete	* D
Approve	#

OPTIONS

Password	4
Record name	5

SELECT GREETING TYPE

Personal	1
Extended absence	2
Optional greeting N (1-9)	3 N

GREETING RULES

All calls	0
Internal / external calls	1
During/outside work hours	2
Busy/No answer	3
Deactivate	9

FEATURES

Reach me on/off	2
Notify me on/off	3

AUTOSCAN

Scan headers & messages	1
Scan headers	2
Scan messages	3

SCAN OPTIONS

See **message options** and **playback control keys**

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Some of these features may not be available in your organization. For details, contact your administrator.