RECORDING AND SENDING MESSAGES

Sending voice or voice-fax messages
1. From the activity menu 
2. Record voice message
3. When finished
4. Specify delivery address (see below)
5. When finished
6. Specify delivery options (see below)
7. Send message

Sending fax-only messages from fax machine
1. From the activity menu
2. Bypass voice recording
3. Specify delivery address (see below)
4. When finished
5. Specify delivery options (see below)
6. Load document into fax machine
7. Send message
8. Press Start key on fax machine

Specifying delivery address
- For voice user:
  - Enter user’s mailbox number, and press
  - For voice user name addressing:
    - Press [1][2], spell user’s name or name of personal list, and press
  - For personal list, press [*][5] and then list number
  - For fax user:
    - Press [*][0][5], enter outside line number (if needed) and telephone number, and then press
    - To cancel address: press [*][3]
    - To cancel another address: press [*][1][1][3]
    - To list all recipients: press [*][1][1]

GENERAL TIPS
Not sure which key to press?
1. Listen to Help at any time
2. Go back to activity menu
3. Select one of the following:
   - Faster
   - Slower
   - Louder
   - Softer
   - Skip forward
   - Skip backward
4. Want to adjust the way your messages are played?
5. Want to configure Personal Operator?
6. To set up or change Personal Operator
7. Transfer to covering extension
8. Transfer to another mailbox
9. Make system wait
10. Access names or numbers directory
11. Disconnect

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 or forward the message. Then select one of the following:
- Call sender (exits mailbox)
- Reply to sender by voice mail
- Forward with comment at beginning
- Record and address a new message
- Reply to all recipients

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

Printing fax/e-mail messages
1. From the activity menu
2. Listen to message header
3. Print fax or e-mail portions
4. Print to default machine

OR
5. Specify delivery address (see below)
6. When finished
7. Specify delivery options (see below)
8. Send message

CREATING MULTIPLE PERSONAL GREETINGS
Creating, changing, deleting greetings
1. From the activity menu
2. Do one of the following:
   - Listen to a greeting
   - Record or/and a greeting
   - Delete a greeting
3. Enter greeting number
4. For optional greetings only, enter the optional greeting number
5. If Multilingual Call Answer is enabled, select a language
6. When finished

Scanning greetings
1. From the activity menu
2. Scan greetings

Activating greetings
1. From the activity menu
2. Activate greeting
3. Enter greeting number
4. For personal greeting only, you may need to confirm your choice
5. For optional greetings only, enter the optional greeting number

Setting up rules for optional greetings
- Activate for all calls
- Activate for internal calls to all calls (rotate)
- Activate for business hours
- Deactivate for all calls
- Activate for business hours
- Deactivate for any time (rotate)
- Activate for busy or no answer (rotate)

Reviewing optional greeting rules
1. From the activity menu
2. Review optional greeting rules (in the order they will be evaluated)

Setting up Call Me/Find Me/Notify Me options
1. From the activity menu
2. Select one of the following:
   - Call Me
   - Find Me
   - Notify Me
3. Select one of the following:
   - Enable Call Me/Find Me
   - Disable Call Me/Find Me

NOTE: Your system may not support all features.
ABOUT THIS GUIDE

This quick reference guide provides step-by-step instructions on how to perform important tasks when using the Modular Messaging TUI 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.

Accessing your mailbox

From your office extension:
1. Call 2-2300
2. Enter your password followed by [#.]

From someone else’s office extension or from outside of your office:
1. Call 2-2300 from campus or (785)532-2300.
2. Do one of the following:
   • If you are prompted to enter the password for the extension from which you are calling, press [*] [#.]
   • If you are prompted to enter the extension of the person you are calling, press [#].
3. Enter your mailbox number.
4. Enter your password followed by [#.]

[Image 1]: Scan headers & messages
[Image 2]: Scan headers only
[Image 3]: Scan message body