

Lucent Technologies
Bell Labs Innovations



AUDIX® Multimedia Messaging
AT A GLANCE



RECORDING AND SENDING MESSAGES

Sending voice or voice-fax messages

- ▶ From the main menu 1
 - ▶ Record voice message #
 - ▶ When finished #
 - ▶ Specify delivery address (see below)
 - ▶ When finished #
- OR
- ▶ Attach a fax 5
 - ▶ Send message #

Sending fax-only messages

- ▶ From the main menu 1
- ▶ Bypass voice recording #
- ▶ Specify delivery address (see below)
- ▶ Load document into fax machine
- ▶ Send message #
- ▶ Press "Start" key on fax machine

Sending voice-fax messages by forwarding a fax

- ▶ Send a fax to your own mailbox
- ▶ Log in to mailbox
- ▶ From the main menu 2
- ▶ Forward fax with optional voice message 1 2
- ▶ Record voice message
- ▶ When finished #
- ▶ Specify delivery address (see below)
- ▶ When finished #
- ▶ Send message #

Specify Delivery Address

For voice user: enter user's extension and press #

For voice user name addressing: press 2, spell user's name, and press #

For voice users enhanced list: enter an enhanced list extension and press #

GENERAL TIPS

Not sure which key to press?

Listen to help at any time * 4

Go back to previous menu * 7

Want to save time?

Bypass greeting 1

Want to adjust the way your messages are played?

Faster 9

Slower 8

Louder 4

Softer 7

Skip forward 6

Skip backward 5

GETTING MESSAGES YOU RECEIVED

Listening to voice/text messages

- ▶ From the main menu 2
- ▶ Listen to voice or text message 0

Printing fax/text messages

- ▶ From the main menu 2
 - ▶ Listen to message header
 - ▶ Print fax or text portions * 1
 - ▶ Print to default machine #
- OR
- ▶ Print to machine attached to your telephone * 6
- OR
- ▶ Print to machine you specify: enter fax number with prefixes, and then press #

Printing all new faxes

- ▶ From the main menu 7
- ▶ Print all new faxes 4

Downloading faxes or text to a modem-equipped computer

- ▶ Set up modem and fax software
- ▶ Place a call to your mailbox from telephone
- ▶ From the main menu 2
- ▶ Print * 1
- ▶ Download to computer * 6
- ▶ Select "Manual Receive" from fax-software dialogue

Responding to messages (optional)

After listening to your message, select one of following:

- ▶ Respond or forward 1
- ▶ Call sender/exit mailbox 0
- ▶ Reply to sender by voice mail 1
- ▶ Forward with comment at beginning 2
- ▶ Forward with comment at end 3
- ▶ Record and address a new message 4

If you choose any key from the above except 0:

- ▶ Record and address your message
 - ▶ When finished #
 - ▶ Send message #
- OR
- ▶ Enter a delivery option, and then press #

CREATING MULTIPLE PERSONAL GREETINGS

Listening to your greetings

- ▶ From the main menu 3
- ▶ Listen to greetings 0
- ▶ Enter greeting number (1-9)
- ▶ When finished #

Creating or changing greetings

- ▶ From the main menu 3
- ▶ Record greetings 1
- ▶ Enter greeting number (0-9)
- ▶ When finished #

OR

If greeting is not already active, select one:

 Activate for all calls 1

OR, if other call type(s) are defined:

 Use for each call type 0

 Use for internal (or busy) calls 1

 Use for external (or no answer) calls 2

 Use for out-of-hours calls 3

- ▶ When finished #

Changing call types

- ▶ From the main menu 3
- ▶ Administer call types 4
- ▶ Differentiate
 - Internal/external calls 1
 - Busy/no-answer calls 2
 - Out-of-hours calls 3
 - No out-of-hours calls 4
 - Single greeting for all calls 5
- ▶ When finished #

Assigning greetings to call types

- ▶ From the main menu 3
- ▶ Listen to summary of active greetings
- ▶ Activate greeting 3
- ▶ Enter greeting number (0-9)
- ▶ Select one of the following:
 - Use greeting for all call types 0
 - Use greeting for internal (or busy) calls 1
 - Use greeting for external
 (or no-answer) calls 2
 - Use greeting for out-of-hours calls 4
- ▶ When finished #

Note: Your system may not support all features.

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ENTER THE SYSTEM

- Call the system access number
- Enter your extension
- Press **[#]**
- Enter your password
- Press **[#]**

MAIN MENU (ACTIVITY MENU)

1 Record/Send Messages

MESSAGE OPTIONS	RECORDING OPTIONS
Voice or voice-fax	Pause [1]
Fax only	Play back [2]
	Delete and begin again [*][3]
	• Record voice message at the tone
	• When finished [#]
	Press [#] (bypass recording)

2 Get Messages

GET MESSAGE OPTIONS	RESPOND OPTIONS	PRINT FAX OPTIONS
Listen to message [0]	Call sender [0]	Print to default fax/printer [#]
Respond [1]	Reply by voice mail [1]	Print to other fax machine:
Skip to next category [*][#]	Forward w/comment at beginning [2]	• Enter fax print prefix
Replay header [2][3]	Forward w/comment at end [3]	• Enter fax machine number
Skip to next header [#]	Record new message [4]	• Press [#]
Hold message in current category [*][*][4]		Print to this fax machine [4]
Delete [*][3]		Then, press "Start" on fax machine
Print fax & e-mail [*][1]		
Undelete [*][*][8]		

3 Personal Greetings

PERSONAL GREETING OPTIONS	Enter greeting number and listen	Play or replay [0]
Listen to greeting [0]		Record or re-record [1]
Record greetings [1]	RECORD GREETINGS OPTION	Review status [2]
	Create new	Delete [*][3]
	Change/delete	Approve/save [#]
Scan greetings [2]	Listen to greeting number and status	
Activate greetings [3]	Enter greeting number	
Administer call types [4]	Initial setting	
	Change setting	

4 Outgoing and Filed Messages

Listen to first category & message header	MESSAGE OPTIONS
	Listen to message [0]
	Modify/resend [1]
	Playback header [2][3]
	Delete & skip to next [*][3]
	Return to previous [2][2]
	Save & skip to next [#]
	Skip to next category [*][#]

5 Personal Options

PERSONAL OPTIONS	LIST ADMIN OPTIONS	• Enter list ID	• When finished [#]
Mailing list [1]	Create list [1]	• Enter list ID	• Press [#]
Personal directory [2]	Summary of lists [2]	• Listen to first name	
Fax/text print options [3]	Review/modify list [3]		
Default fax number [1]	• Enter list owner extension [#]		
Autoprint on [9]	Add entries [1]		
Autoprint off [6]	Review all [2]		
Review specific [3]	Return to previous [#]		
Autodelete on [9]			
Autodelete off [6]			
• Enter new password [#]			
• When finished [#]			
Record name [1]			
• Record name			
• When finished [1]			
No preferred media [0]			
Voice first [1]			
Fax first [2]			
Text first [3]			
Files first [4]			

6 Outcalling

OUTCALLING OPTIONS	Listen to number & status	OPTIONS
Set outcalling only on/off	• Enter outcalling number	Outcalling on [9]
Set number & outcalling on/off [1]	• When finished [#]	Outcalling off [6]
Set outcalling time [2]	OUTCALLING TIME OPTIONS	
	Set system to call you at any time [1]	
	Set system to call you during business hours [2]	
	Set times for system to call you [3]	
	Listen to summary of predefined business hours [4]	

7 Autoscan/Autoprint

SCAN OPTIONS	PRINT OPTIONS
Scan headers & messages [10]	Print to default machine [#]
Scan headers only [2]	Print to other machine
Scan messages only [3]	Print to machine you're calling from [*][6]
Print all new faxes [4]	

GENERAL TIPS

NOT SURE WHICH KEY TO PRESS?

- Listen to help at any time **[*][4]**
- Go back to previous menu **[*][7]**

WANT TO SAVE TIME?

- Bypass the greeting **[1]**

WANT TO ADJUST THE WAY YOUR MESSAGES ARE PLAYED?

- Faster **[9]**
- Slower **[8]**
- Louder **[4]**
- Softer **[7]**
- Skip forward **[6]**
- Skip backward **[5]**