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Replying to a message Select message 1. Reply 1 2.
Reply by voicemail 1 3. a. Reply with original message
attached OR 9 3. b. Avaya Aura® Messaging Audix®
Quick Reference Basic Commands for Voice Mail
(AUDIX) Basic Commands Help *H (*4) Restart at
Activity Menu *R (*7) Wait (up to 3 min) *W (*9)
Transfer out of system *T (*8) Transfer to covering
extension *0 Delete *D (*3) Undo delete (w/o hanging
up) **U (**8) Hold message in category **H Quick
Reference for AUDIX | IT@Cornell Dial your AUDIX
system number. Enter # (from your ext.) or extension
#. Enter Password #. Get your initial password from

your system administrator. Send Messages Get Messages Administer Greetings Check Outgoing Messages Change Password/ Administer Lists Scan Messages Quickly Help Return to Activity Menu Delete Wait Transfer out of system Look up name/ext. in Directory QUICK REFERENCE - WELCOME || WVUP OIT Dial your AUDIX system number. Enter # (from your ext.) or extension #. Enter password #. Get your initial password from your system administrator. Send Messages Get Messages Administer Greetings Check Outgoing Messages Change Password/ Administer Lists Scan Messages Quickly Help Return to Activity Menu Delete Undelete Wait Transfer out of system Look up name/ext. in QUICK REFERENCE - Saint Peters

University Issued June 05, 2008 – JT Massey 9650 IP-Telephone – AUDIX Voice Mail Users Page 1 of 4 Phone & Voice Mail Quick Reference Guide (QRG) 9650 IP-Telephone – AUDIX Voice Mail Placing a Call & Sending Calls to Coverage Internal Calls 1. Pick up the handset or press Speaker, if enabled 2. Dial the 5 digit extension OR use the right-arrow key Phone & Voice Mail Quick Reference Guide (QRG) Intuity AUDIX Basic Administration Guide vi 585-313-701 Issue 1 Chapter 3, “Administering the System,” explains how to maintain the system, how to set up and send broadcast messages, how to change class of service options, how to run an attended backup, and how to shut down and restart the system. Intuity AUDIX Basic Administration

Guide AUDIX server. You control the messages stored on your PC. Messages stored on the server decrease your available mailbox storage space and will be deleted after a time determined by your AUDIX administrator. GETTING HELP AND ADDITIONAL INFORMATION For task-based online help, select Contents from the Help menu, click the Help button, or press F1. Message Manager Quick Reference Guide - textfiles.com Dial into AUDIX. Wait for answer (To dial into AUDIX: 624 & 626 numbers dial 9, 624-4480 or one these local numbers (docx) ; 287 numbers dial 9, 287-6675) You will hear: "Welcome to AUDIX, for help at any time, press *H. AUDIX (Voice Mail) Tips & Self Help - OIT Service Catalog ... The one-cabinet AUDIX

system (formerly called AUDIX-S) is the base system with a maximum 16 voice ports. If additional ports were needed, an expansion cabinet is added to form a two-cabinet system with up to 32 ports. The system has basic call-answer and voice mail features, including automated attendants. Avaya Support - Products - AUDIX® Voice Messaging 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. RECORDING AND SENDING MESSAGES
GETTING MESSAGES YOU ... Aria Quick Reference
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Key press Playing messages Unread messages 1 — 1
Read messages 1 — 2 Saved messages 1 — 3 Pending
delete messages 1 — 4 Playback controls Hear
message details 5 Message start 1 — 1 Message end 3
— 3 Skip envelope information 3 — 4 Skip to next
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