

# AUDIX

(Audio Information Exchange)

Audix is a friendly, easy to use  
Voice Mail System at your fingertips

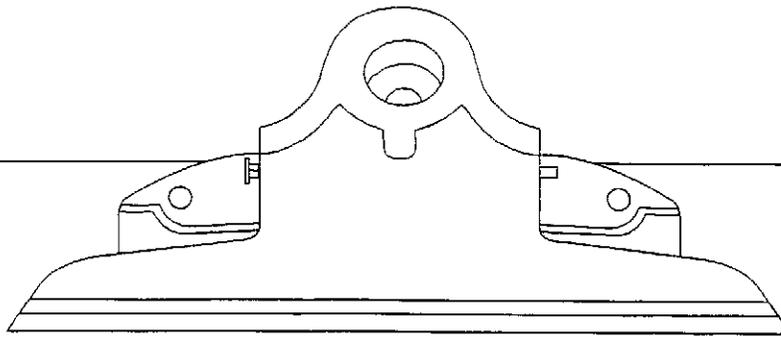


AUDIX allows you to:

- Create
- Store
- Send, and
- Receive spoken messages

AUDIX talks to you to help you learn

Follow voice prompts and the  
commands we will learn today to  
take full advantage of the system



# AUDIX COURSE OUTLINE

Activity Menu

Basic Commands

Login Procedures

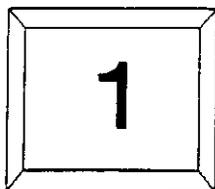
Record Name

Listen to Messages

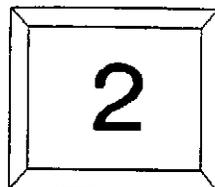
Administer Greetings

Change Password

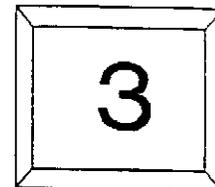
# ACTIVITY MENU



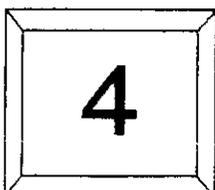
**Record  
Messages**



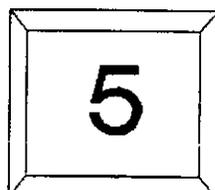
**Listen to  
Messages**



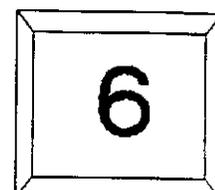
**Administer  
Greetings**



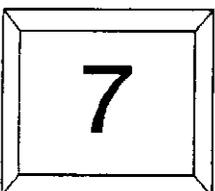
**Check Out  
Messages**



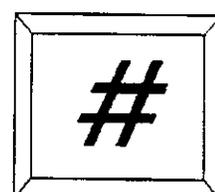
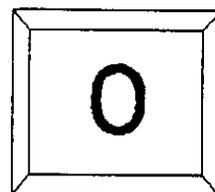
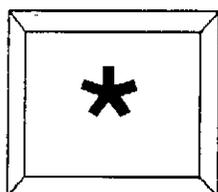
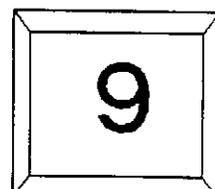
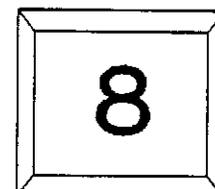
**Change  
Password**



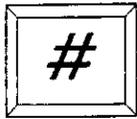
**Administer  
Outcalling**



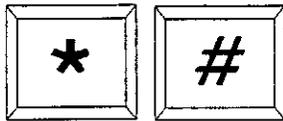
**Auto Message  
Scan**



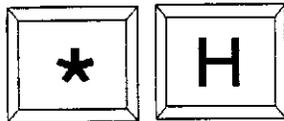
# BASIC COMMANDS



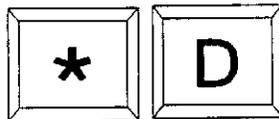
Enter Key



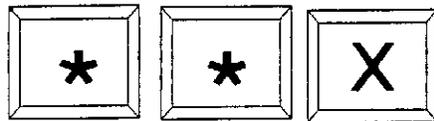
Approve or complete



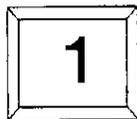
Help



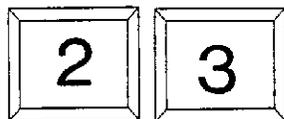
Delete at any time



Exit system



Record/stop recording



Rewind and playback

# LOGIN PROCEDURES

## LOGIN

Local dial

Remote dial (full number)

## EXTENSION NUMBER

Dial your extension number and

# sign

(may enter # sign instead of extension at your phone)

## PASSWORD

Initial password is extension

Dial your password and # sign

(can be 6 - 15 characters)

# RECORD NAME

THIS SHOULD BE DONE  
WHEN INITIALLY  
LOGGING IN TO AUDIX

From Main Activity Menu

Choose

Then choose  again to record

Speak your name after the tone

Press  to stop recording

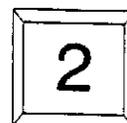
Audix will automatically voice  
back your recording

Press   to approve

# LISTEN TO MESSAGES

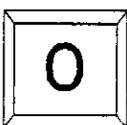
Every message consists of a header and the message.

From Activity Menu Choose

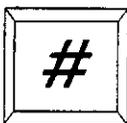


Audix automatically reads 1st header

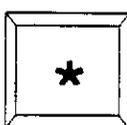
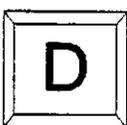
Audix will prompt you to either:

A. Press  to listen to message

OR

B. Press  to skip message

OR

C. Press   to delete

# RECORD A PERSONAL GREETING

From Main Activity Menu Choose

to record your greeting

Press  to create/change greeting

(Select greeting number you wish to record 1 - 9)

Press  to record

Speak your greeting

Press  to stop recording

Press   to rewind/playback

Press   to approve recording

# SAMPLE SCRIPT FOR PERSONAL GREETING

- ✓ Indicate who the caller has reached  
"Hello, you have reached (your name)"
- ✓ Indicate day or week of recording  
"Today is (current day and date)"
- ✓ Give your schedule  
"I am unable to answer your call  
at the moment. Please leave your  
name, number, and message at the tone."
- ✓ Give information  
"You may contact (name) at (number)  
for assistance."
- ✓ Tell caller how to escape from Audix  
"If you need to speak with someone  
immediately, please press zero and  
our receptionist will assist you."

# CHANGE PASSWORD

PASSWORD - (length 6 - 15)

From Main Activity Menu

Choose

5

To Change Password

Choose

4

Using keypad enter password

and # sign [?] [?] [?] [?] [?] [?] [#]

Using keypad reenter password

and # sign [?] [?] [?] [?] [?] [?] [#]

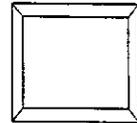
again to verify change

Audix will voice "changed"

# SUMMARY

Audix is user friendly -  
just listen and learn

It is as simple as a push of a



Change your password periodically

5

Administer your greeting on a  
daily or weekly basis

3

Listen and respond to messages  
promptly

2

Delete any unnecessary messages

\*

D

Use \* # to approve or complete

Use \* \* X to exit system

To stop recording, press

1