## Navigation menu Audix® Select recipients **Set options** Common commands Log in to Messaging Record message Enter mailbox-number, or system list ID, then press 0 \* H 1. Call voice mail number Pause / resume 1 Help Option list 1 Playback 2 3 Activity menu Private on / off 2. Enter your password List recipients \* D 2 Delete and rerecord Wait Important on / off 2 Name addressing 3 **Activity menu** Approve # Transfer Future delivery Personal distribution 5 Relog in Send list addressing Message options Exit system # Options Playback control keys during Delete 0 Play 1 Send messages message review 2 3 Reply / Forward Replay header Rewind 2 \* D Record greeting Delete / restore Reply 1 3 Play / pause # 5 Skip message 0 Back up 5 Replay Reply all \* # 2 6 Advance Skip category Forward with comment Record / rerecord 2 Play messages Slower 8 4 Replay / forward 1 Return to previous Record with message Faster 9 greeting 0 Call sender Listen / replay **Options** 0 Activate Go to end of message 6 D 4 Delete Password **Greeting options** 5 Record name Skip to next greeting **Greeting types** 0 Listen 3 Manage greetings 6 Auto log in Review from beginning Personal Record 7 Block message Finish Extended absence 2 Scan a greeting 2 Delete 3 Optional greeting 3 N **Features** N (1-9) Scan greeting Activate 2 Reach me on / off Review optional greeting 6 5 Personal options **EAG** expiry option Replay 0 3 Notify me on / off # Finish Record / rerecord # 7 Set EAG expiry option Finish Return to previous **Greeting types** Autoscan areeting Greeting rules Personal 1 Activate Scan headers & 0 All calls 6 Extended absence Set EAG expiry option, Manage features 2 messages 2 if EAG is activated 1 Internal / external calls Optional greeting Scan headers 3 N During / outside work Delete N (1-9) 2 3 Scan messages hours Skip to next greeting 3 Autoscan 7 Scan options Busy / no answer 9 Review from beginning **Administer broadcast** Deactivate See message options and messages # Approve Finish playback control keys Review 1

Record

Delete

2

3

Administer broadcast

messages

9