

WARREN CONSOLIDATED SCHOOLS VOICE MAIL SHORTCUTS

BASIC COMMANDS	<ul style="list-style-type: none"> ◆ To skip call answer greeting, press <u>1</u>. ◆ To delete a message, press <u>*3 (*D)</u>. ◆ To undelete a message, press <u>**8 (**U)</u>. ◆ To hold message in category, press <u>**4 (**H)</u>. ◆ For help, press <u>*4 (*H)</u>. ◆ To restart at Activity Menu, press <u>*7 (*R)</u>. ◆ To wait, press <u>*9 (*W)</u>. ◆ To lookup name/extension, press <u>**6 (**N)</u>. ◆ To exit, press <u>**9 (**X)</u>. ◆ To transfer to an extension <u>*8 (*T)</u>. ◆ To re-login, press <u>**7 (**R)</u>. ◆ To address by name, press <u>*2 (*A)</u>.
PLAY-BACK CONTROLS	<ul style="list-style-type: none"> ◆ To rewind to the beginning of a message, press <u>0</u>. ◆ To rewind to the header information, press <u>2 3</u>. ◆ To pause a message, press <u>3</u>. ◆ To take a message off of pause, press <u>3</u>. ◆ To make a message louder, press <u>4</u>. ◆ To make a message softer, press <u>7</u>. ◆ To back up a message, press <u>5</u>. ◆ To advance a message, press <u>6</u>. ◆ To slow down a message, press <u>8</u>. ◆ To speed up a message, press <u>9</u>. ◆ To skip to the next message, press the <u>#</u> sign.
RESPOND & FORWARD MESSAGE	RESPOND TO MESSAGE <ol style="list-style-type: none"> 1. While listening to a message, press <u>1</u>. 2. Press <u>1</u> to reply to sender by voice mail. <ul style="list-style-type: none"> ◆ To attach original, press (Y) for Yes or (N) for No. 3. Record message. 4. Press <u>#</u> when you are finished recording.

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FIRST TIME LOGIN	<ol style="list-style-type: none"> 1. Press the Voice Mail button or dial the voice mail access number <u>84444</u>. 2. Enter <u>5</u>-digit extension followed by the <u>#</u> sign when AUDIX answers. 3. Enter the initial default password <u>#</u>. 4. Press <u>1</u>. 5. After the tone, speak your name. 6. Press <u>1</u>. 7. Press the <u>#</u> sign to approve. 8. To re-record, press <u>1</u> or to approve, press the <u>#</u> sign. 9. Enter your new password of at least <u>5</u>-digits. <ul style="list-style-type: none"> ♦ You will have to enter this password every time you login to voice mail. 10. Press the <u>#</u> sign. 11. Re-enter your new password. 12. Press the <u>#</u> sign to approve.
PERSONAL GREETING	<ol style="list-style-type: none"> 1. At the Activity Menu, press <u>3</u> to administer personal greeting. 2. Press <u>1</u> to create/change/delete. 3. Enter greeting number <u>1</u>. <ul style="list-style-type: none"> ♦ There will be 3 available greetings based on the time of day. 4. Speak greeting at the tone. 5. Press <u>#</u> to approve or <u>1</u> to edit greeting (to delete greeting and re-record press *D). 6. Press <u>1</u> to activate your greeting for all calls. 7. Press the <u>#</u> sign to return to the Activity Menu.
LOGIN	<ol style="list-style-type: none"> 1. Press the Voice Mail button or dial voice mail access number <u>84444</u>. 2. Enter <u>5</u>-digit extension and the <u>#</u> sign when AUDIX answers. <ul style="list-style-type: none"> ♦ If you are logging in to voice mail from your desk, press the <u>#</u> sign in place of your <u>5</u>-digit extension and the <u>#</u> sign. 3. Enter your new password and the <u>#</u> sign.
GET MESSAGES	<ol style="list-style-type: none"> 1. At the Activity Menu, press <u>2</u>. <ul style="list-style-type: none"> ♦ To by-pass header information, press <u>0</u>.

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RESPOND & FORWARD MESSAGE (Cont.)

5. Press **#** to send message or press **0** to hear a list of options.

FORWARD MESSAGE

1. While listening to a message, press **1** at any time.
2. Press **2** to forward message.
3. Record message.
4. Press **#** when you are finished recording your message.
5. Enter the extension (mailbox).
6. Press **#**.
 - ♦ *Repeat steps 5 & 6 to forward message to multiple extensions (mailboxes).*
7. Press **#** when finished addressing.
 - ♦ *Before forwarding a message, press **0** to hear a list of options.*
8. Press **#** to send message.

RECORD AND SEND MESSAGES VIA VOICE MAIL

1. Login to your voice mailbox.
2. Press **1** at the Activity Menu.
3. Record message.
 - ♦ *While recording messages there are various options.*
 - Press **2** to play your message back.*
 - Press ***3** to delete.*
 - Press **1** to make edits.*
4. Press **(#)** to approve message.
5. Enter the extension (mailbox).
6. Press **#**.
 - ♦ *A message can be addressed to more than one person. Repeat steps 5 & 6 to send message extensions/(mailboxes).*
7. Press **#** when finished addressing.
 - ♦ *Before sending a message, press **0** to hear a list of options.*
8. Press **#** to send message.