

User Instructions

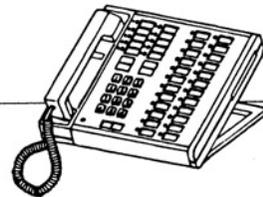
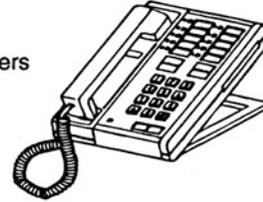
2500 Voice Terminal

For Messages Call Extension _____ For Assistance Call _____ Extension _____	
Feature	Procedure
<input type="checkbox"/> Hold To place call on hold To return to held call	<ul style="list-style-type: none"> • Press Switch Hook (Do Not Hang Up) <p>NOTE: You will hear dial tone, intercept tone, or silence.</p> <ul style="list-style-type: none"> • Press Switch Hook
<input type="checkbox"/> Transfer	<ul style="list-style-type: none"> • Press Switch Hook • Dial number (announce call) • Hang up
<input type="checkbox"/> Conference To add a 3rd party to call To drop a 3rd party, busy tone, or no answer	<ul style="list-style-type: none"> • Press Switch Hook • Dial number • Press Switch Hook after party answers • Press Switch Hook
<input type="checkbox"/> Abbreviated Dialing Access personal list Access group list Program personal list	<ul style="list-style-type: none"> • Dial *7 • Dial index number • Dial *8 • Dial index number • Dial *0 • Dial *7 • Dial index number • Dial number (up to 20 digits) • Dial # • Hear confirmation (3 short tones)
<input type="checkbox"/> Automatic Callback Activate Cancel	<ul style="list-style-type: none"> • Press Switch Hook when busy tone is heard • Dial *5 • Dial busy extension number • Hear confirmation (3 short tones) • Hang up immediately • Dial #5 • Hear confirmation (3 short tones)
<input type="checkbox"/> Call forwarding/follow me Activate Cancel	<ul style="list-style-type: none"> • Dial *2 • Dial extension number • Hear confirmation (3 short tones) • Dial #2 • Hear confirmation (3 short tones)
<input type="checkbox"/> Call pickup	<ul style="list-style-type: none"> • Dial #4
<input type="checkbox"/> Send all calls Activate Cancel	<ul style="list-style-type: none"> • Dial *3 • Hear confirmation (3 short tones) • Dial #3 • Hear confirmation (3 short tones)



7203H, 7205H, 7403D, and 7405D Voice Terminals

<p>Hold To place call on hold To answer another call To return to held call</p>	<ul style="list-style-type: none"> • Press <input type="button" value="Hold"/> • Press <input type="button" value="(call appearance)"/> of incoming call • Press <input type="button" value="(Held call appearance)"/>
<p>Transfer</p>	<ul style="list-style-type: none"> • Press <input type="button" value="Transfer"/> • Dial number (announce call) • Press <input type="button" value="Transfer"/>
<p>Conference To add a 3rd party to call To drop a 3rd party</p>	<ul style="list-style-type: none"> • Press <input type="button" value="Conference"/> • Dial number • Press <input type="button" value="Conference"/> after party answers <p>NOTE: If no answer or Busy</p> <ul style="list-style-type: none"> Press <input type="button" value="(Held call appearance)"/> • Press <input type="button" value="Drop"/>
<p>Disconnect To hang up from current call and return dial tone</p>	<ul style="list-style-type: none"> • Press <input type="button" value="Disconnect"/>
<p>Abbreviated Dialing Access Program</p>	<ul style="list-style-type: none"> • Press <input type="button" value="AD"/> • Dial *0 • Press <input type="button" value="AD"/> • Dial number (up to 20 digits) • Press <input type="button" value="AD"/> Green lamp goes dark • Hear confirmation (3 short tones)
<p>Automatic Callback Activate Cancel</p>	<ul style="list-style-type: none"> • Press <input type="button" value="Switch hook"/> when busy tone is heard • Dial *5 • Dial busy extension number • Hear confirmation (3 short tones) • Hang up immediately • Dial #5 • Hear confirmation (3 short tones)
<p>Automatic Intercom Signaling/communication between 2 predetermined terminals</p>	<ul style="list-style-type: none"> • Press <input type="button" value="Auto Icom"/>
<p>Call forwarding/follow me Activate Cancel</p>	<ul style="list-style-type: none"> • Dial *2 • Dial extension number • Hear confirmation (3 short tones) • Dial #2 • Hear confirmation (3 short tones)
<p>Call pickup</p>	<ul style="list-style-type: none"> • Press <input type="button" value="Call Pickup"/> or Dial #4
<p>Send all calls Activate Cancel</p>	<ul style="list-style-type: none"> • Dial *3 • Hear confirmation (3 short tones) • Dial #3 • Hear confirmation (3 short tones)



AUDIX VOICE MAIL DIRECTIONS



RECORD MESSAGE

1. Press 1.
2. Speak message.
 - Edit – Press 1 to stop/pause. THEN Press 1 to continue.
 - Press 2 3 to play back.
 - Press *D to delete and re-record. (Begin at step 1.)
3. When finished, press * # to approve.

ADDRESS / SEND MESSAGE

4. Enter recipient's extension and #.
5. Listen to address.
6. Repeat steps for more addresses.
7. Press ** #. to send NOW. OR Press * # to send with options.
 - Options – To schedule future delivery, listen to prompts.
 - To file a copy, press Y or N

LOG IN

1. Dial your voice mail number.
2. Enter # or extension and #.
3. Enter password and #.

Get your initial password from your system administrator.



LISTEN TO MESSAGE

1. Press 2.
2. Listen to message header.
3. Press 0 and listen to message.
 - Options – Respond, go to step 4.
 - Press 2 3 to play back summary.
 - Press *D to delete and skip to next summary. If, immediately after deleting a message, you need to restore it, press **U to undelete the message.
 - Press # to save and skip to next summary.

RESPOND TO MESSAGE

4. Choose one:
 - Call sender directly, press 1 0.
 - Reply by voice mail:
 - Press 1 7 and speak message (to send reply only).
 - OR Press 1 1 9 and speak message (to attach original).
 - Press ** # to approve and send NOW.
 - OR Press * # to approve and send with options.
 - Forward with comment, press 1 2. Go to RECORD MESSAGES step 2 above.

ACTIVITY MENU

Record Messages 1	Get Messages ABC 2	Administer Greetings DEF 3
Review Messages GHI 4	Password/Lists JKL 5	MNO 6
Scan Messages PRS 7	TUV 8	WXY 9
*	0	#

**R Re-log in
Q=7 Z=9



RECORD GREETING

1. Press 3.
2. Listen to greeting number in use.
3. Press 1 to create/change greeting.
4. Indicate greeting number you will record (1-9).
5. Speak greeting.
 - Edit – Press 1 to stop/pause. THEN Press 1 to continue.
 - Press 2 3 to play back.
 - Press *D to delete and re-record. (Begin at step 5.)
6. When finished, press * # to approve.

USE GREETING

7. Press 1 to use greeting for all calls. OR Press * # to leave greeting inactive.
- NOTE: Depending on your system setup, you may have the ability to create multiple personal greetings (up to 9) and to activate them for different call types.

To use the Multiple Personal Greetings feature, listen to the system prompts or see A Portable Guide to AUDIX Release 1 Version 7, 585-305-709.

BASIC COMMANDS

Help	*H
Restart at Activity Menu	*R
Wait	*W
Transfer out of system	*T
Look up name/ext. in Directory	**N
Exit system	**X
Transfer call to operator	*O
Delete	*D
Undelete	**U
Hold message in category	**H

Use while addressing:
 Alternate addressing *A
 (switch between name/ext.)
 Use group list *L
 Options Menu *M

Use while listening to or recording messages.



CHANGE PASSWORD

1. Press 5 4.
2. Enter new password (up to 15 digits, 0-9) and press #.
3. Re-enter new password and press #.

TIPS

- To alternate between extension and name addressing, press *A.
- When addressing a message, press *M and 1 to make message private, 2 to make message priority, then * # to continue addressing.
- To approve and send a message NOW, press ** #.
- To bypass greetings, press 1 as soon as the system answers and speak your message.

PLAY-BACK CONTROLS

1	Rewind ABC 2	Play/Pause DEF 3
Louder GHI 4	Back Up JKL 5	Advance MNO 6
Softer PRS 7	Slower TUV 8	Faster WXY 9
*	Listen/Replay 0	Skip #

Press 3 to pause and 3 again to continue.
Q=7 Z=9

AUDIX VOICE MAIL DIRECTIONS

