

Voice Mail Instructions

Record and Send Messages

Recording Your Message

1. Press **1** from the Activity Menu.
 - You can skip the prompt by pressing **1** again.
2. Record at the tone.
3. Press **#** to approve message or press **** D** to delete and re-record.

Note: Press *** W** to place Intuity AUDIX on hold and collect your thoughts. Press **3** to continue and the system will pick up where you left off.
Note: To check your message before sending it, press **2** to rewind, and then press **3** to play.

Addressing Your Message

4. Do one of the following:
 - Enter recipient's address and press **#**.
 - To send to multiple recipients via a mailing list:
 1. Press *** L** to access a list.
 2. Enter list owner's extension and press **#**. (If you're the owner, just press **#**.)
 3. Enter list ID (name) and press **#**.

Repeat step 4 for additional recipients.

5. Press **#** to approve addressing.

Tips

Press *** A** or *** 2** to switch between number and name addressing. Enter last name first.
You can use only your mailing lists and those of other users on your voice mail system.
Press *** D** or *** 3** to delete an incorrect address or list.
To review addresses press *** 1**.

Voice Mail Instructions

Delivering Your Message

6. Press # to deliver immediately.

Or, do any combination of the following:

Delivery Options	<ul style="list-style-type: none">- Press 0 to have the system recite this list of options to you.- Press 1 to make your message private. This keeps the recipient from forwarding the message to others. (Press 1 again to undo)- Press 2 to make your message priority. This means that your message will be heard first. (Press 2 again to undo)- Press 3 to schedule delivery. (Press 3 again to undo) SEE * BELOW- Press 4 to file a copy. (Press 4 again to undo)
------------------	--

Then press # to approve and send the message.

**To schedule delivery:*

- a. Enter delivery time (**405** = 4:05).
- b. Enter **A** (or **2**) for AM or **P** (or **7**) for PM and press #.
- c. Enter delivery month and day (**502** = May 2) and press #.
- d. Press # to approve or * **3** (or * **D**) to start over.

Tips	Filed messages can be modified and sent again.
-------------	--