AT&T

AUDIX® **Voice Power**™
System R3.0
Portable User's Guide

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Basics
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This section explains the information you need to get started with AUDIX Voice Power, such as, how to log in.

What is AUDIX Voice Power?

AUDIX Voice Power has many features to help you in your business environment.

- **Call-Answer** is your personal telephone answering service. You can record your own greeting to callers or have AUDIX Voice Power answer with your extension number or name. The message-waiting lamp on your telephone set (if it is equipped with one) will light when you have new messages.

- **Voice Mail** allows you retrieve messages and to send voice messages to one or more persons without actually calling them. With voice mail, you create a message and then address it to the appropriate recipients. You can set up mailing lists to send a verbal memo to the members of your work group, to your department, or to any other group.

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- AUDIX Voice Power has other services which are implemented on a company-wide basis. For more information on how other features of AUDIX Voice Power, such as, automated attendant, message drop, or information service can help increase communication in your department, consult your system administrator.

This guide will tell you how to use call-answer, voice mail, and some other general features of AUDIX Voice Power.

About Your Dialpad

The procedures in this document instruct you to press specific buttons on the dialpad of your telephone.

In some cases, you are asked to press star $\boxed{*}$ and another button (for example, $\boxed{*}$ $\boxed{\text{D}}$). To do this, press $\boxed{*}$ first and let go; then press the other button.

At other times, you are asked to enter a number or series of numbers followed by pound $\boxed{\#}$. Press each number and let go; then press $\boxed{\#}$.

Note the letters that correspond to your dialpad numbers. If your dialpad does not have letters, you need to translate commands that use letters into their number equivalents.

Touch tone	Letters
2	ABC
3	DEF
4	GHI
5	JKL
6	MNO
7	PQRS
8	TUV
9	WXYZ

Logging In

To listen to your messages or to send voice mail, you must first identify yourself to the AUDIX Voice Power system. The login procedure tells AUDIX Voice Power who you are. You must enter a password so that AUDIX Voice Power can verify that you are an authorized user of the system. You can log in to AUDIX Voice Power from any phone, inside or outside your company.

Depending on your system set up, you may be able to log directly into AUDIX Voice Power or you may have to use the indirect login procedure. Your system administrator should tell you which procedure to use and provide you with a telephone number and initial password to use. To log in to AUDIX Voice Power, use one of the following procedures.

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Direct Login

The direct login procedure uses a special extension number that takes you directly to the activity menu.

1. Dial the AUDIX Voice Power number and wait for the system to answer.

2. Enter your own extension number followed by $\boxed{\#}$.

    Or, if you are calling from your own office phone, just press $\boxed{\#}$.

3. Enter your password followed by $\boxed{\#}$.

You are now logged in to AUDIX Voice Power. AUDIX Voice Power will present the activity menu. You may select items from the activity menu by pressing appropriate buttons on your telephone. For more information, see the *Activity Menu* section.

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Indirect Login

The indirect login procedure involves first accessing the Call-Answer feature or the Automated Attendant feature and then transferring to the AUDIX Voice Power activity menu by dialing $\boxed{*}$ $\boxed{R}$.

1. Dial the AUDIX Voice Power number and wait for the system to answer. Either the Automated Attendant or the Call- Answer feature will answer. Press $\boxed{*}$ $\boxed{R}$ to log in.

2. Enter your own extension number followed by $\boxed{\#}$.

3. Enter your password followed by $\boxed{\#}$.

You are now logged in to AUDIX Voice Power. AUDIX Voice Power will present the activity menu. You may select items from the activity menu by pressing appropriate buttons on your telephone.

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Activity Menu

After you log in, AUDIX Voice Power recites the activity menu. The selections on the activity menu are:

- Press 1 to record messages: record, edit, address, and send voice mail messages.

- Press 2 to get messages: listen to, respond to, and delete voice mail messages.

- Press 3 to administer your name or greeting: record or change your name or personal greeting, and select whether your primary or alternate personal greeting or the standard system greeting is to be used when AUDIX Voice Power answers your incoming calls. For more information, see the *Customizing Name and Greeting* section.

- Press 5 to administer your password or lists: create, scan, and review voice mail addressing lists or change your password.

- Press * T to transfer to another extension: saves making a second call if you are calling from outside the office.

Changing Activities

You can leave an AUDIX Voice Power activity in the following ways:

- To transfer from the activity menu to another extension within your company, press `*` `T`, enter an extension number (or name), and then press `#`. You may only be able to transfer to other subscribers. Check with your system administrator for transfer restrictions. (For more information on name addressing, see *Name Addressing*.)

- To return to the activity menu from an activity, press `*` `R`. (You will be prompted when this feature is available.)

- To have AUDIX Voice Power hang up before you hang up, press `*` `*` `X`. This will usually allow you to make an additional call without re-entering your credit card number if you are calling long distance.

- To finish with AUDIX Voice Power, hang up.

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Changing Your Password

Your password helps to ensure that only you can access your messages. You use it each time you log in, and you can change it as often as you wish. The first time you log in to AUDIX Voice Power, use the password supplied by your system administrator. To protect your privacy, you should change this password immediately. To change your password, follow these steps:

1. Choose a sequence of 5 to 9 digits as your new password. You can have a numeric password, or you can use the letters on the keys to spell something—whatever is easiest for you to remember.

2. Log in to AUDIX Voice Power.

3. Press ⌷5⌷ to administer lists or your password.

4. Press ⌷4⌷ to change your password.

5. Enter your new password followed by ⌷#⌷.

6. Enter your new password again followed by ⌷#⌷.

NOTE: Do not use the ⌷*⌷ or ⌷#⌷ keys in your password. To ensure improved security, use five or more random digits for your password. It is advisable for everyone to have a unique password.

Time-Saving Tips

When you become skilled at using AUDIX Voice Power, you will not need to listen to each complete voice announcement. Here are some shortcuts that you can use to save time.

- If you are calling AUDIX Voice Power from your own extension, you do not need to enter your extension number when you log in. Press $\boxed{\#}$ immediately when prompted for your extension.

- You usually do not need to wait for a voice announcement to finish. You can start pressing buttons immediately once you know what you wish to do.

- If you know the sequence of buttons to press for the function you want, you may proceed without pausing between button presses.

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Retrieving Messages

Your mailbox contains messages sent to you by other AUDIX Voice Power subscribers and other callers inside and outside your telephone system. When a message arrives, AUDIX Voice Power notifies you by turning on your telephone's message-waiting lamp (if it is equipped with one).

You can retrieve messages from any phone, inside or outside your company.

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Getting Your Messages

Each message consists of a header and a body. The header tells you when the message arrived and identifies the caller (if the caller is an AUDIX Voice Power subscriber calling from his or her own extension). The body is the actual message left by the caller. To listen to your messages, follow these steps:

1. Log in to AUDIX Voice Power.

   AUDIX Voice Power will tell you how many messages you have when you log in.

2. Press $\boxed{2}$ to get your messages.

   AUDIX Voice Power plays the header of the first message.

3. You then have the following options:

   - Press $\boxed{0}$ to play the current message body.

     — Press $\boxed{3}$ to pause during the message body.

     — Press $\boxed{3}$ again to resume after the pause.

     — Press $\boxed{5}$ one or more times to back up by 4 seconds for each press.

     — Press $\boxed{6}$ one or more times to space forward by 4 seconds for each press.

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— Press $\boxed{1}$ to reply or forward. See *Replying to a Message* or *Forwarding a Message or Comment*.

- Press $\boxed{2}$ $\boxed{2}$ to go back to the previous message header and message body.

- Press $\boxed{2}$ $\boxed{3}$ to play the current message header.

- Press $\boxed{\#}$ to skip to the next message header.

- Press $\boxed{*}$ $\boxed{D}$ to delete the current message and go to the next message header.

Replying to a Message

If you receive a message from another subscriber and wish to respond immediately, AUDIX Voice Power allows you to record a reply that is sent back to the caller, and you can then continue listening to your messages.

You can reply to a message directly only if the message is from another subscriber; AUDIX Voice Power tells you who (by name and/or extension) the message is from while playing the header.

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To reply to voice mail messages, follow these steps:

1. While the message is playing, or after it has finished, press $\boxed{1}$ to reply or forward the message.

2. Press $\boxed{1}$ to reply by voice mail to a message.

3. When prompted, press $\boxed{9}$ (Y) to attach the original message.

   Press $\boxed{6}$ (N) to send your reply only.

   If the original is a forwarded message, a reply with original attached, or a broadcast message, you will not be able to attach it to your reply.

4. At the tone, speak your reply message.

5. Press $\boxed{1}$ to stop recording.

6. Press $\boxed{*}$ $\boxed{\#}$ to approve the reply message.

   Before approving the message, you have the following options:

   - Press $\boxed{2}$ $\boxed{3}$ to listen to your reply message.

   - Press $\boxed{2}$ $\boxed{1}$ to rerecord your reply.

   - Press $\boxed{*}$ $\boxed{D}$ to delete your reply.

   When you approve the reply message, "delivery scheduled" confirms that it has been sent.

Forwarding a Message With or Without Comment

You may forward a received message to other subscribers with an added message (comment) of your own, or you can send a new message to other subscribers while listening to voice mail.

To forward a voice mail message or record a new message, follow these steps:

1. While the message is playing, or after it has finished, press ⌐1⌐ to reply or forward.

2. Press ⌐2⌐ to forward with comment.

   Press ⌐4⌐ to record a new message.

   If the original is a message that has already been forwarded, a broadcast message, or a reply with original attached, you cannot forward it.

3. At the tone, speak your message.

4. Press ⌐1⌐ to stop recording.

5. Press $\boxed{*}$ $\boxed{\#}$ to approve the message.

   Before approving, you have the following options.

   • Press $\boxed{2}$ $\boxed{3}$ to listen your message.

   • Press $\boxed{2}$ $\boxed{1}$ to rerecord your message.

   • Press $\boxed{*}$ $\boxed{D}$ to delete your message.

6. Address the message.

   You can address the message using extension numbers, names, and/or lists. A few addressing reminders are described here. If you need more information, refer to *Sending Messages.*

   • To address to an extension, enter *extension* $\boxed{\#}$.

   • To address to a name, enter *subscriber's name* $\boxed{\#}$.

   • To toggle between extension and name addressing, press $\boxed{*}$ $\boxed{A}$.

   • To address to a mailing list, enter
     $\boxed{*}$ $\boxed{L}$
     list owner's extension $\boxed{\#}$
     list ID $\boxed{\#}$.

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- If you make a mistake, press $\boxed{*}$ $\boxed{D}$ to delete the last name, extension, or list you entered.

- To review the recipients, press $\boxed{*}$ $\boxed{1}$. See *Reviewing the List of Recipients*.

- When you are finished addressing, press $\boxed{*}$ $\boxed{\#}$ to send the message.

  "Delivery scheduled" confirms that your message has been sent.

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What to do with Undelivered Messages

Voice mail messages may be returned to your voice mailbox, for example, when a recipient's mailbox is full or a recipient is not currently a subscriber.

To resend a returned message, press ┌─┐ 1 ┘ to reply to a message and then press ┌─┐ 5 ┘ to resend the message.

To delete a returned message, press ┌─┐ * ┘ ┌─┐ D ┘.

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Sending Messages

The alternative to calling subscribers and leaving messages is to create a voice mail message and then address it. This is quicker than calling the recipient and allows you to send a single message to many people simultaneously.

Recording a Message

You can record and address voice mail for delivery to other subscribers on your AUDIX Voice Power system. To record voice mail, follow these steps:

1. Log in to AUDIX Voice Power.

2. Press $\boxed{1}$ to record messages.

3. Speak your message.

4. Press $\boxed{1}$ to end recording.

5. Press $\boxed{*}$ $\boxed{\#}$ to approve your message and proceed to addressing.

   Before approving the message, you have the following options:

   - Press $\boxed{2}$ $\boxed{3}$ to listen to your message.
   - Press $\boxed{2}$ $\boxed{1}$ to rerecord your message.
   - Press $\boxed{*}$ $\boxed{D}$ to delete your message.

6. Address the message.

   Messages may be sent to one person, several people individually, or a group of people in a predefined list. Note that a mixture of addressing methods can be used on any one message. AUDIX Voice Power eliminates any duplicate recipients that may occur during the addressing process.

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Addressing Messages to Individuals

You can send a single voice mail message to one or more
people by specifying the extension number of each person
or by dialing the name of each person. Specifics on
addressing by name are covered in the *Name Addressing*
section.

To address voice mail by extension number or name,
follow these steps:

1. Record your message as described previously.
   After you have approved your message, AUDIX
   Voice Power will ask you to enter an extension or
   to enter a name, depending on how your system
   administrator has set up the default mode.

   Press $\boxed{*}$ $\boxed{\text{A}}$ to switch between extension
   addressing and name addressing.

2. Enter the recipient's extension number or name
   followed by $\boxed{\#}$.

   If the system contains more than one name which
   matches the letters entered (name addressing), a list
   of all subscribers is played and you can select from
   the list.

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3. The recipient's name or extension is voiced back (The name is voiced if it has been recorded; otherwise the extension number will be repeated.) If this is not the recipient you intended, press $\boxed{*}$ $\boxed{\text{D}}$ to delete the entry.

4. Repeat Steps 2 and 3 for each additional recipient.

You can review the recipient list at any time by pressing $\boxed{*}$ $\boxed{1}$. See *Reviewing the List of Recipients*.

5. After you've entered the last recipient's extension number, press $\boxed{*}$ $\boxed{\#}$ to signal the end of addressing.

"Delivery scheduled" confirms that your message has been sent.

Name Addressing

The Name Addressing feature of AUDIX Voice Power allows callers and subscribers to enter the *name* of the person they are trying to reach instead of the extension number.

The *name* is entered using the letters which correspond to touch tones on the dialpad.

The name you use for a particular subscriber is determined by the system administrator but is usually the subscriber's last name.

When dialing a name, use $\boxed{7}$ (PQRS) to represent "Q" and use $\boxed{9}$ (WXYZ) to represent "Z." You need not dial the complete name, but you should dial at least three or four letters.

If more than one name is found that matches the letters you have dialed, AUDIX Voice Power will recite the names found and ask you to select the appropriate name. AUDIX Voice Power presents names in groups of 5. To hear more names press $\boxed{\#}$.

If you press an incorrect letter or digit, you can cancel the input and start over by pressing $\boxed{*}$ $\boxed{D}$ at any time.

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Addressing Messages to Groups

If you have created a mailing list in advance of recording a message, you can use that list to address the message.

You may also use a list created by another subscriber (for example, a department list created by the supervisor) to address a message.

For more information on lists, see *Creating Mailing Lists* later in this guide.

To address voice mail to a mailing list, follow these steps:

1. Record your message as described previously. After you have approved your message, AUDIX Voice Power asks you to enter an extension or to enter a name.

2. Press $\boxed{*}$ $\boxed{L}$ to signal that you want to send this message to a mailing list rather than to a single extension or name.

3. Enter the extension number or name of the *list's owner* followed by $\boxed{\#}$.

   If you are the list's owner, press $\boxed{\#}$.

   If you wish to enter the owner's extension number and a name has been requested, or vice versa, press $\boxed{*}$ $\boxed{A}$ to change the addressing mode first.

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AUDIX Voice Power voices back the name or extension number of the list's owner. (The name is used if it has been recorded; otherwise the extension number will be repeated.)

4. Enter the list ID followed by $\boxed{\#}$.

    AUDIX Voice Power repeats the list ID and tells you the number of entries. If the list is not found, AUDIX Voice Power will ask you to start over.

    If the list ID is not what you intended, press $\boxed{*}$ $\boxed{D}$ to delete the entry and go to step 2.

5. You can address to additional lists by repeating steps 2 through 4.

    If you wish to address this message to other subscribers not in the list, enter each extension or name followed by $\boxed{\#}$.

    You can review the list at any time by pressing $\boxed{*}$ $\boxed{1}$. See *Reviewing the List of Recipients*.

6. After the last list (or extension or name) has been entered, press $\boxed{*}$ $\boxed{\#}$ to signal the end of addressing.

    "Delivery scheduled" confirms that your message has been sent.

NOTE: AUDIX Voice Power eliminates any duplicates that may have occurred during the addressing process.

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Reviewing the List of Recipients

While addressing your message, but before sending the message, you can review the list of recipients. To review the list of recipients, use these commands:

- Press ⌑∗⌑ ⌑1⌑ to begin reviewing.
- Press ⌑#⌑ to skip ahead to the next entry.
- Press ⌑2⌑ ⌑2⌑ to back up to the previous entry.
- Press ⌑2⌑ ⌑3⌑ to rewind and replay the current entry.
- Press ⌑1⌑ to add a new extension, name, or list.
- Press ⌑∗⌑ ⌑D⌑ to delete the current entry.
- Press ⌑∗⌑ ⌑#⌑ to end reviewing.

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Mailing Lists

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A mailing list is a group of subscriber extensions that you can build on the system. If you often need to communicate information to the same group of people, you can create a mailing list of their extensions. You can then record a single message and address it to the entire group simply by entering the list's ID number. If you create a list, tell other subscribers the list ID so that they can use the list too. Volunteer to create the mailing list for committees, projects, groups, organizations that you participate in.

Creating Mailing Lists

A list may contain up to 250 members and can be created by specifying extensions, names or other existing list IDs. You should choose a list ID and write down the extensions or names of all members to be included on the list before logging in to AUDIX Voice Power.

To create a mailing list, follow these steps:

1. Log in to AUDIX Voice Power.

2. Press ⌈ 5 ⌉ to administer lists or your password.

3. Press ⌈ 1 ⌉ to create a list.

4. Enter a list ID (up to 6 digits) followed by ⌈ # ⌉.

    AT&T suggests using the letters on the buttons to spell something meaningful for the list ID.

5. Enter each extension or name to be included in the list followed by ⌈ # ⌉.

    At any time, you may change between extension mode and name mode by pressing ⌈ * ⌉ ⌈ A ⌉

    To add members via an existing mailing list, enter ⌈ * ⌉ ⌈ L ⌉
    list owner extension (or name) ⌈ # ⌉
    list ID ⌈ # ⌉.

6. After you have entered all extensions, names, and lists, press ⌈ * ⌉ ⌈ # ⌉ to signal the end of the list.

    At any time during creation of the list, you may use the list editing commands discussed in the section, *Reviewing and Modifying a Mailing List.*

    Once a list is created, it is saved indefinitely until you delete it.

7. Repeat Steps 4 through 6 to create additional lists.

    Press ⌈ * ⌉ ⌈ R ⌉ to return to the activity menu.

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If you specify a list ID while creating a mailing list, all of the members on that list ID's mailing list are included in the current mailing list individually. That is, the current mailing list does not record the list ID as a mailing list member; the mailing list only uses the list ID as a means to add more individual members to the current list and then discards the list ID.

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Scanning and Deleting Mailing Lists

Scanning allows you to find out what mailing lists you have created. You can only scan your own mailing lists. During scanning, AUDIX Voice Power tells you the list ID and number of entries in each list. To scan your mailing lists, follow these steps:

1. Log in to AUDIX Voice Power.

2. Press $\boxed{5}$ to administer lists or your password.

3. Press $\boxed{2}$ to scan lists.

   AUDIX Voice Power tells you the list ID of the first list and how many entries it contains.

4. You then have the following options

   - Press $\boxed{\#}$ to skip to the next list.

   - Press $\boxed{*}$ $\boxed{D}$ to delete the current list.

   - Press $\boxed{2}$ $\boxed{2}$ to back up to the previous list.

   - Press $\boxed{2}$ $\boxed{3}$ to rewind and replay the current list.

   - Press $\boxed{*}$ $\boxed{\#}$ to end the scanning process.

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Reviewing and Modifying Mailing Lists

This procedure allows you to add, change, or delete members of an existing mailing list which you own. Before beginning this procedure, you must know the list ID. If you do not know the list ID, use the *Scanning and Deleting Mailing Lists* procedure. You can also review lists belonging to other subscribers. However, you are not permitted to modify them.

To review a mailing list, follow these steps:

1. Log in to AUDIX Voice Power.

2. Press 5 to administer lists or password.

3. Press 3 to review a list.

4. Enter the extension number or name of the *list's owner* followed by #.

   If you are the list's owner, press #.

   If an extension number has been requested and you wish to use a name or vice versa, press * A to change addressing modes.

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5. Enter the list ID followed by $\boxed{\#}$.

    If the list is not found, AUDIX Voice Power asks you to enter the list ID again.

    AUDIX Voice Power tells you the number of entries in the list and the first name (or extension number) on the list.

6. You then have the following options.

    - Press $\boxed{\#}$ to skip to the next entry.

    - Press $\boxed{2}$ $\boxed{2}$ to back up to the previous entry.

    - Press $\boxed{2}$ $\boxed{3}$ to rewind and replay the current entry.

    - Press $\boxed{*}$ $\boxed{D}$ to delete the current entry (if you own the list).

    - Press $\boxed{1}$ to add an entry to the list (if you own the list). You will then be prompted to enter a new extension or name.

    - Press $\boxed{*}$ $\boxed{1}$ to start over at the beginning of the list.

    - Press $\boxed{*}$ $\boxed{\#}$ to end the review process.

Mailing List Suggestions

To use mailing lists more effectively:

- Each supervisor may have a list that includes everybody in the group. The department head may have a list that includes everybody in the department. By advertising the list ID, these lists can be used by a subscriber to send voice mail to the group or department.

- Existing lists can be used as the basis for new lists. Use the *Creating Mailing Lists* procedure. After entering the new list's ID number, add members by pressing ⎡ * ⎤ ⎡ L ⎤ and specifying an existing list's ID that you want to copy. Then make additions and/or deletions using the review process. (Changes made to the new list do not affect the original list and vice versa.)

- When creating a list, duplicates are eliminated automatically.

- You can switch between extension mode and name mode at any time by pressing ⎡ * ⎤ ⎡ A ⎤.

- To replace an existing list, use the *Creating Mailing Lists* procedure. You will have to enter the existing list ID twice.

- Review lists periodically to make sure they include the appropriate members. Delete entire lists which you no longer use.

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Customizing Name and Greeting
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Recording Your Name

If a subscriber's name has been recorded, AUDIX Voice Power will voice it back whenever that subscriber's extension is entered. For example, other AUDIX Voice Power subscribers who address mail to you can hear your name as confirmation that they have addressed their mail correctly. (If you have not recorded your name, they will hear only your extension number.) Your recorded name is also used as part of the system greeting, if you do not have a personal greeting in use.

Your system administrator may have recorded your name for you. If your name has not been recorded or if you would prefer to have it recorded in your own voice, follow these steps:

1. Log in to AUDIX Voice Power.

2. Press ⎡ 3 ⎤ to administer your name or greeting.

3. Press ⎡ 2 ⎤ to administer your name.

4. Press ⎡ 1 ⎤ to begin recording.

5. Speak your name.

6. Press | 1 | to stop recording.

7. Press | * | | # | to approve your name.

   Before approving your name, you have the following options:

   - Press | 2 | | 3 | to listen to your name.
   - Press | 2 | | 1 | to rerecord your name.
   - Press | * | | D | to delete your name.

Changing Your Greetings

You can record two personal greetings and select which greeting your callers will hear when AUDIX Voice Power answers your telephone. If you prefer not to use a personal greeting, AUDIX Voice Power will answer with a standard system greeting which includes your recorded name and ask your caller to leave a message. You may want to keep your primary personal greeting the same from day to day for general use and reserve your alternate personal greeting for explaining special circumstances such as vacation, business trips, or sick days.

Recording Your Personal Greetings

To record a personal greeting, follow these steps:

1. Log in to AUDIX Voice Power.

2. Press ⎡3⎤ to administer your name or greeting.

3. Press ⎡1⎤ to administer your greetings.

4. Press ⎡1⎤ to administer the primary personal greeting.

   Or press ⎡2⎤ to administer alternate personal greeting.

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5. Press $\boxed{1}$ to begin recording.

    Before recording, you can press $\boxed{0}$ to listen the current recording of the greeting you selected.

6. Speak your greeting.

7. Press $\boxed{1}$ to stop recording.

8. Press $\boxed{*}$ $\boxed{\#}$ to approve your greeting.

    Before approving the greeting, you also have the following options:

    - Press $\boxed{2}$ $\boxed{3}$ to listen to the greeting.

    - Press $\boxed{2}$ $\boxed{1}$ to rerecord your greeting.

    - Press $\boxed{*}$ $\boxed{D}$ to delete your greeting.

9. Press $\boxed{3}$ to change the greeting in use.

10. Press $\boxed{1}$ to put the primary personal greeting into effect.

    - Press $\boxed{2}$ to put the alternate personal greeting into effect.

    - Press $\boxed{3}$ to put the system greeting into effect.

Selecting the Greeting in Use

There are three possible greetings you can use: system greeting, primary personal greeting, and alternate personal greeting.

If you need to change the greeting currently in use, follow these steps:

1. Log in to AUDIX Voice Power.

2. Press $\boxed{3}$ to administer your name or greeting.

3. Press $\boxed{1}$ to administer your greetings.

    AUDIX Voice Power will tell you which greeting is currently in use.

4. Press $\boxed{3}$ to change the greeting in use.

5. You may then do one of the following:

    *   Press $\boxed{1}$ to activate your primary personal greeting.

    *   Press $\boxed{2}$ to activate your alternate personal greeting.

    *   Press $\boxed{3}$ to activate the system greeting.

    *   Press $\boxed{*}$ $\boxed{R}$ to return to the activity menu without changing the selection.

Troubleshooting
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If you experience problems with AUDIX Voice Power report them to your system administrator immediately.

Mailbox Full

Your mailbox size is determined by your system administrator. If you mailbox is full, AUDIX Voice Power will inform you when you log in. Keep your mailbox free of unneeded messages so that there is always room for callers to leave new messages.

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Maintenance Mailbox

A special maintenance mailbox has been set up to aid you in communicating AUDIX Voice Power troubles. To leave a message in the maintenance mailbox, record a voice mail message and then address it to 9 9 9 8 . Be sure to include your name, extension, the time and date when the trouble occurred, and a description of the trouble. If the trouble is evident in a particular message, attach that message to the maintenance request using the *Forwarding a Message With or Without Comment* procedure.

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