

## How Do I Setup My Voicemail?

### Log in

1. Dial the AUDIX extension **3777** and listen for the voice prompt.
2. Enter your extension number and then press # (when calling from your extension just press #.)
3. Enter your password then press #. (**THE FIRST TIME YOU LOG IN TO AUDIX YOUR PASSWORD WILL BE THE # SIGN.**)

### Record your name

1. When prompted, dial 1 and speak your first and last name only, then press 1 again to stop recording.
2. Press # to approve

### Enter new password

When you log in for the first time, AUDIX will prompt you to enter a NEW PASSWORD. **PASSWORD MUST BE A MINIMUM OF 5 DIGITS.**

1. Enter your new password. (**5 to 15 digits long**) then press #.
2. Re-enter your password, then press #.

### Create a personal greeting

1. Log into AUDIX.
2. **Press 3** at the activity menu.
3. **Press 1** to record a new greeting.
4. **Indicate** greeting number you will record, 1-9 (system greeting is 0.)
5. **Say your greeting at the tone. Press 23** to rewind and playback. **Press \*D** to delete and re-record
6. Press # to approve your greeting.
7. **Press 1 to activate** your greeting for all calls.

### Record and send Message

1. Log in.
2. **Press 1** at the activity menu.
3. Wait for the tone, then say your message.  
...**Press 1** to stop  
  
...**Press 1** to restart recording  
  
...**Press 2 3** to playback  
...**Press \*D** to delete
4. Press # to approve
5. **Enter the 4- digit address** of the recipient, and then press #.
6. Repeat step 5 to send message to additional recipient.
7. Press # to send immediately or press 0 for additional options.

### Get incoming messages

1. Log in
2. **Press 2** at the activity menu.
3. **Press 0** to listen to message..  
**Press \*D** to delete.  
**Press #** to save and skip to the next message.  
**Press 0** to listen to the message again.  
**Press 3** to pause/continue.
4. **Press 1** to respond to the message  
**Press 0** to call sender directly  
**Press 7** to reply to sender by voicemail.  
**Press 1 9** reply to sender by voicemail (and attach the original message that was left for you.)  
**Press 2** to forward message with comment.

### Creating a mailing list (250 members maximum)

1. Log in.
2. **Press 5** at the activity menu.
3. **Press 1** to select list.
4. **Press 1** to create list.
5. Enter a list ID (**up to 6 digits/letters**).
6. **Press #** to approve list ID.
7. **Press 1** to make list **private** or **press 2** to make list **public**.
8. Enter extension number or name of individual on your list.
9. **Press #** to signal that you have entered the address or extension number.
10. **Repeat steps 8 & 9** until your mailing list is complete.
11. **Press # to approve**

### Change password

1. Log in.
2. **Press 5** at the activity menu.
3. **Press 4** to change password.
4. Enter new password (**5 to 15 digits long**).
5. **Re-enter** new password, then **press #**.

### Change name

1. Log in.
2. **Press 5** at the activity menu.
3. **Press 5** to change name.
4. Say your name after the tone.
5. **Press 1** after saying your name.
6. **Press #** to approve.

### Log out

1. **Hang up** Handset or **Press \*\*X**

