



INTUITY AUDIX - THE FIRST DAY

Press Voice Mail/Messages Button OR Dial AUDIX Extension 5000
Please listen and follow voice prompts

<p><u>When you enter AUDIX, the following is what you will hear:</u> Welcome to AUDIX, for help at anytime press *H.</p>	<p>AT THE VOICE PROMPTS ENTER THE FOLLOWING <u>EXACTLY</u>:</p>
<p>1. Please enter extension and # sign.</p>	<p><u>PRESS #</u> <i>(If you are dialing from your own telephone in the office, you do not have to enter your extension number, just press the # key. If you are dialing from another telephone inside the office or from outside the office you must enter your extension number and # sign.)</i></p>
<p>2. Enter the default password <u>2468</u> and # sign.</p>	<p><u>PRESS # (ONCE ONLY)</u> <i>(2468 is your default password)</i></p>
<p>3. As you use AUDIX your name will be included in system announcements that you and other people will hear.</p> <p>Press 1 and at the tone please speak your name. After speaking your name press 1 again.</p> <p>To re-record your name press 1, to approve press #.</p>	<p><u>PRESS 1</u> Speak your first and last name <u>PRESS 1</u> <u>PRESS #</u></p> <p><i>You can re-record your name if you do not like the way it sounds.</i></p>
<p>4. AUDIX passwords must now be at least 4 digits. Please choose a new password of 4 or more digits.</p> <p>Please enter new password and # sign.</p> <p>Re-enter password and # sign.</p>	<p><u>ENTER NEW PASSWORD and #.</u></p> <p>Enter a number <u>(4 to 15 digits)</u> as your personal password, followed by #. <i>(You cannot use consecutive numbers, such as 1234; you cannot use repeating numbers, such as 2222; you cannot use your extension number.)</i></p> <p><u>RE-ENTER NEW PASSWORD and #.</u></p>
<p>5. Changed</p>	

AUDIX

RECORD YOUR PERSONAL GREETING

Each time you log into AUDIX you will hear the following 3 options:

Welcome to AUDIX for help at any time press *H.

To record messages
PRESS 1

To get messages
PRESS 2

To administer personal greetings
PRESS 3

For all calls the system greeting active.

To listen to a greeting PRESS 0

To create, change or delete a greeting PRESS 1

Enter greeting number (1-9)

When finished recording press # to approve

Or 1 to edit your message

Record at the tone.

Greeting 1 approved

To use this greeting for all calls PRESS 1

Greeting 1 active for all calls

To scan all your greetings PRESS 2

To activate a greeting PRESS 3

To administer call types PRESS 4

If finished PRESS #

AT THE VOICE PROMPTS ENTER THE FOLLOWING:

PRESS 3

PRESS 1

PRESS 1 (*Greeting number*)

Record greeting

PRESS 1 2 3 *to playback*

PRESS # *to approve*

PRESS 1 *to use greeting for all calls.*

*(You **MUST** complete this last step to activate your greeting if you are using only one greeting)*

TO ACCESS AUDIX OUTSIDE THE SYSTEM DIAL 985-549-5000