Depending on how your CX system is set up, these commands may not be available. Please consult your system administrator for additional information.

Activity Menu
1 Record and send messages
2 Get and respond to messages
5 Change user options
**7 Exit

Record Messages Menu
1 Pause or continue recording
2 Replay
3 Delete
4 Approve for sending

Address Messages Menu
Number, then #
1 Review or modify list of destinations
* 2 Address by name
* 3 Delete last destination
* 4 Add personal distribution list
# Finish addressing

Message Type (Optional)
Voice messages 1
Fax messages 2
Email messages 3

User Options Phone Manager™
1 Personal options
2 Messaging options
3 Automated attendant options
4 Record your standard greeting
5 Record your busy greeting
6 Record your out of office greeting

Playback Options
1 Rewind to beginning of message
2 Pause or continue playback
3 Advance 5 seconds
4 Decrease speed
5 Increase speed

Get Messages Menu
(while of after message header plays)
0 Listen to the message
1 Respond or forward
1* Print a fax
2 3 Replay headers
* 3 Delete
* 8 Recover
* 8 Skip to the next message

Automated Attendant Options
1 Change call screening
2 Change call blocking
3 Change ext. specific processing
4 Change diverted call processing

Response and Forwarding Menu
1 Reply by voice message
2 Reply with comment
5 Reply all
# Return to Get Messages menu

Send Options Menu
1 Set or clear Private status
2 Set or clear Urgent status
3 Set or clear Future Delivery
# Send

Response and Forwarding Menu
1 Reply by voice message
2 Reply with comment
5 Reply all
# Return to Get Messages menu

Personal Options
1 Change message notification
2 Change daily message reminder
3 Record your name
4 Change security code
5 Change language selection
6 Record and announcement for a mailbox you sponsor
7 Change SMS notification
8 Change msg presentation order

Messing Options
1 Record name for spon. Mailbox
2 Change personal distribution list
3 Change message forwarding
4 Change msg presentation order

Record Personal Greeting
1 Busy greeting
2 Standard greeting
3 Out-of-office greeting

Send Options Menu
1 Set or clear Private status
2 Set or clear Urgent status
3 Set or clear Future Delivery
# Send
Welcome!
Your organization’s new CX unified messaging system is designed to provide you with the same convenient access to your voice, fax, and email messages whether you are at your desk or calling in over the telephone. When you call in, our Avaya Intuity AUDIX emulation saves you the effort of relearning most of the keystroke commands you use to send, retrieve, and manage messages.

Before You Start
To set up CX, your system administrator will give you the following information.

CX internal number: ____________________________________________
CX external number: ____________________________________________
Your subscriber mailbox number: ________________________________

Your system administrator may also give you a default security code to use when you log on to CX for the first time.

Gaining Access to Your Mailbox
Follow these simple steps to start using CX.
1. Call the CX internal or external number.
2. If necessary, press # or any other key that your CX system requires.
3. If prompted, enter your subscriber mailbox number.
4. Enter a security code (or the default code, if your administrator has given you one).

Performing Common Tasks
If you’re looking for a quick hint on how to perform a specific task, read on.

Getting Started

<table>
<thead>
<tr>
<th>If you want to</th>
<th>Then enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record and send a message</td>
<td>1</td>
</tr>
<tr>
<td>Review all new messages</td>
<td>2</td>
</tr>
</tbody>
</table>

After Recording and Approving a Message

<table>
<thead>
<tr>
<th>If you want to</th>
<th>Then enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark the message private</td>
<td># 1</td>
</tr>
<tr>
<td>Mark the message urgent</td>
<td># 2</td>
</tr>
<tr>
<td>Request future delivery</td>
<td># 3</td>
</tr>
</tbody>
</table>

Address the message to the first subscriber and to each additional subscriber

<table>
<thead>
<tr>
<th>Destination #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review or modify your list of recipients</td>
</tr>
<tr>
<td>Look up a recipient in the subscriber directory</td>
</tr>
<tr>
<td>Delete the last mailbox number you entered</td>
</tr>
<tr>
<td>Send the message</td>
</tr>
</tbody>
</table>

After Listening to a Message

<table>
<thead>
<tr>
<th>If you want to</th>
<th>Then enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward the message to another subscriber</td>
<td>1 2</td>
</tr>
<tr>
<td>Delete the message</td>
<td>* 3</td>
</tr>
<tr>
<td>Reply (with a new voice message)</td>
<td>1 1</td>
</tr>
<tr>
<td>Send the message to your default fax number (if it is a fax)</td>
<td>* 1 1</td>
</tr>
<tr>
<td>Send the message to a fax number you specify (if it is a fax)</td>
<td>* 1 2</td>
</tr>
</tbody>
</table>

Setting Up Your Mailbox

<table>
<thead>
<tr>
<th>If you want to</th>
<th>Then enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change your busy greeting</td>
<td>5 5 or 5 1 3 1</td>
</tr>
<tr>
<td>Change your name recording</td>
<td>5 1 5</td>
</tr>
<tr>
<td>Change your out-of-office greeting</td>
<td>5 6 or 5 1 3 3</td>
</tr>
<tr>
<td>Change your password</td>
<td>5 1 4</td>
</tr>
<tr>
<td>Change your standard greeting</td>
<td>5 4 or 5 1 3 2</td>
</tr>
<tr>
<td>Create or update a personal distribution list</td>
<td>5 2 3</td>
</tr>
<tr>
<td>Set automatic message forwarding</td>
<td>5 2 4</td>
</tr>
<tr>
<td>Set Immediate Message Notification</td>
<td>5 1 1</td>
</tr>
</tbody>
</table>