The Intuity Audix Voicemail allows for 20 minutes worth of Voice Mail storage (Maximum Single Message length is 4 minutes) with a Message Retention of 10 to 30 days including weekends.
Logging In

INITIAL LOG IN:
1. Dial 2-6000 (within campus) or Dial 402-552-6000 (off campus)
2. Dial Ext. Number (5 digits) and #
   (If you are accessing voicemail from your extension just press #)
3. Dial Password and # (Initial password is 135)
4. You will be prompted to “Voice In Your Name”
   - Press 1 – Record
   - Press 1 – when Finished (name is announced)
   - Press 1 – to Rerecord or # to Approve
5. You will be prompted to “Change Your Password Now”
   (7-15 Digits)
   - Dial New Password #
   - Dial New Password # again
   At this point you will placed at the Intuity Audix Main Menu

NOTE: Steps 1 thru 5 are used only on the initial login. Use steps 1, 2, 3 for future logins.

(Please Note - 3 failed login attempts will lock your mailbox. To unlock your mailbox please call the Help Desk at 9-7700 or off campus 402-559-7700)

Global Commands
Delete *D (3)
Exit System **X(9)
Help *H (4)
Names/Ext. Directory **N (6)
Restart at Main Menu *R (7)
Transfer out of System *T (8)
Undelete **U (8)
Wait *W (9)

USE WHILE ADDRESSING:
Alternate Addressing *A (2)
(switch between name/ext.)
Use Group List *L (5)

Skip Greeting Feature:
To “Bypass” someone’s greeting, press 1 when the greeting is playing

Record Messages:
- Press 1 from the Intuity Audix Main Menu
- Press # - to Approve or 1 - to Edit
- Press 23 - Rewind & Playback
- Press # - Approve or
- Press 1 - to add on to existing message or
- Press *D (3) - Delete & re-record

Addressing
Standard:
- Enter Ext. No. of person message is for & #
- If wrong Ext. is entered Press *D (3) to delete that Ext.
- Enter Additional Ext. No. in same manner
- Press # - when Finished
- Press # - to Send Immediately or
- Press 0 - to hear delivery options

Using Mailing Lists:
- Press * L (5)
- Enter Owners Ext. Number
- Enter List Number
   (AUDIX announces how many members)
- Enter Additional Ext. No. if needed and #
- Press # - when Finished
- Press # - to Send Immediately or
- Press 0 - to hear delivery options

Scheduling Delivery
- Press 3 for scheduling delivery
- Enter hour, minutes, either A (for AM) or P (for PM), and #
  (Example: 4052# is 4:05 a.m., 5007# is 5:00 p.m.)
- Enter delivery month and day, then #
  (Example: 0502# for May 2nd)
- Press # to approve delivery schedule
Retrieving Messages

Get Messages with voice prompts

- Press 2 from the Intuity Audix Main Menu
- Listen to header – Date/Time/Length of message for both internal and external callers.
- Press 0 – Listen to the message
- Press *D (3) – to Delete message
- Press # to Skip

After listening to the message:
- Press 1 - to Respond or Forward
  (You must forward a message before deleting. When responding, you will not be able to respond to messages that were left from off campus callers)
- Press # to Skip, Save & Play later or
- Press *D (3) – to Delete message

To Scan Messages quickly from the Intuity Audix Main Menu
- Press 7 - to Get Messages
- Press 1 - hear Header and Message or
- Press 2 - hear Header only or
- Press 3 - hear Messages only

Please Note: There will be NO voice prompts & You will have 3 seconds between messages to:
- Press 1 - to Respond or Forward
- Press # - Save & play later or
- Press *D (3) - to Delete message

Messages listened to will be first in - first out, they will be played in this order: New Messages, Unopened messages, Old messages.

PLAYBACK CONTROLS
(While listening to messages)

2 - Rewind to Header
3 - Play / Pause
4 - Louder
5 - Backup 10 seconds
6 - Advance 10 seconds
7 - Softer
8 - Slower
9 - Faster
0 - Listen / Replay message
# - Skip & Save
* - To Delete message

Create Mailing Lists

- Press 5 from the Intuity Audix Main Menu
- Press 1 for Mailing list
- Press 1 Create list
- Enter List ID # (0 - 9 digits)
- Press 1 for Private List or 2 for Public List
- Enter Extension and # for each person
- Press # to Approve or Press *1 to Scan list
- Press *R (7) to Restart at Main Menu

Change Password:

- Press 5 from the Intuity Audix Main Menu
- Press 4 for Password Change
Enter New Password #
Enter New Password # again

Password Restrictions

Use 7 to 15 digits (or letters)
Cannot use 7 consecutive digits (2345678)
Cannot use the extension
Cannot use 7 of the same digit (5555555)

Change Your Voiced Name (Header):

- Press 5 from the Intuity Audix Main Menu
- Press 5
- Record name at the tone
- Press 1
- When finished recording
- Press 1 - To re-record or # to approve

Administer Personal Greeting - Basic Greetings:

- Press 3 from the Intuity Audix Main Menu
- Press 0 to Listen to a Greeting (1 – 9 greetings)
- Press 1 to Record a Greeting
  - Enter Greeting number from 1 – 9
  - Press either 1 (Edit) or # (Approve) after recording
  - If you press 1 to edit the following options are available
    - 1 To Record from Here (Adds to the end of the greeting)
    - 23 Plays the Greeting
    - *D Deletes the Greeting
    - # Approves the message
  - Once you approve the Greeting you have the option to make the greeting active for all calls.
- Press 3 from Greetings Menu to Activate an already recorded Greeting

Sample Greetings:

DATED GREETING:
“This is (Your Name and/or Dept.). Today is (Day, Date), I am in the office but unavailable to take your call at this time. Please leave a detailed message at the tone and I will return your call as soon as possible. Thank you.”

GENERAL GREETING
“This is (Your Name and/or Dept.), I am away from my desk or on the other line, please leave me a message and I will return your call at my earliest convenience.”