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I. DISCUSSION

The following steps, which are a condensed version of the Audix Voice Mail Reference Guide, will guide users through the procedures for recording their name and greeting on the Audix messaging system. Users requiring further assistance should contact the IT Help Desk at (254)501-3103.

II. PROCEDURE

A. To record your name:

1. Dial extension 1771 to access Audix.
2. Log in to your account.
 - a. Enter your extension and press '#'.
 - b. Enter your password and press '#'.
 - c. Press '5' from the Main Menu.
 - d. Press '5' to select the record your name option.
 - e. Speak your name after the tone.
 - f. Press '1' to stop the recorder.
 - g. If you are not satisfied with your recording, you can re-record your name at the prompt.
 - i. Press '1' to re-record your name.
 - ii. Press '2 3' to play back your name.
 - h. If you are satisfied with your recording, press '#' to accept.
 - i. Hang up.

B. To record a greeting for callers:

1. Dial extension 1771 to access Audix.

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2. Log in to your account.
 - a. Enter your extension and press '#'.
 - b. Enter your password and press '#'.
 - c. Press '3' from the Main Menu.
 - d. Press '1' to record a new message.
 - e. Enter a greeting number. The Audix system allows you to select messages for a specific situation.
 - f. At the prompt, record your greeting.
 - i. While recording the greeting you can press '1' to pause.
 - ii. Press '1' again to continue recording.
 - g. Press '2 3' to play back your message.
 - h. If you wish to re-record your message, press '* 3' to delete and begin again.
 - i. Press '#' to approve the message.
 - i. Follow the prompts to activate the greeting.
 - ii. Press '#' to leave the greeting active.
 - j. Hang up.