

BASIC AUDIX INSTRUCTIONS

1. To access voicemail off campus, dial 978-837-5400 (x5400 on campus).
2. When the system answers, you will be prompted to enter your telephone extension followed by the #.
3. You will then be prompted to enter your password and #.

LISTENING TO MESSAGES:

Press 2. Listen to header (date, time, message arrived).

Press 0. To play message.

Press * D to delete message or press # to skip to the next message.

(Note: Messages should be deleted to free up mailbox space)

TO RECORD A PERSONALIZED GREETING:

Press 3

Press 1 to create a greeting for your callers. Enter a greeting number 0 thru 9.

Record your greeting. Press 1 to stop recording.

Press # to approve your greeting.

Press 1 to activate greeting for all calls.

TO CHANGE YOUR PASSWORD:

Press 5.

Press 4 to change your password

Enter a new password of at least four digits, followed by the #

Audix will prompt you to re-enter your password, followed by the #

TO Re-RECORD YOUR NAME: (The name you hear immediately after logging in)

Press 5

Press 5 to record your name.

When prompted, record your first and last name.

Press 1

TO FORWARD YOUR AVAYA 6408D+ PHONE:

Lift handset, Press * 2. Enter the extension number you would like to forward to.

To forward to a cell phone, press * 2. At the tone, enter your cell number

(include 9+1+area code). To cancel call forwarding, lift handset, press #2.

Please email askit@merrimack.edu for call forwarding assistance on Avaya or Mitel phones.