Voice Mail Instructions

Outcalling

Outcalling allows Intuity AUDIX to notify you when you have a message, no matter where you are. You can select the phone numbers (i.e. home, cellular, pager, etc.) where Intuity AUDIX can reach you and specify the times it can call.

Outcalling Options

- Press * **R** to get to the main menu.
- Press **6** for the outcalling activity menu.
- Press **0** to hear a list of options.
- Press **1** to change or program the number that will be outcalled.
- Enter the phone number to reach you, followed by ** *** ** (three pauses).

> **Note:** Intuity AUDIX will dial the number exactly as you enter it, so be sure to include all digits that you would normally dial from your office (i.e. If you dial "9" to get an outside line, be sure to include "9" in the outcalled number).

- Enter the voice mail access number
- Press **#**
- Press **2** and follow the instructions for entering the time
    a. Option **1** is for any time
    b. Option **2** is for prime time (8 am to 5 pm)
    c. Option **3** to specify a time period (If specifying a calling time, enter the start time first followed by **#**, than enter the ending time followed by **#**.)
- Press **3** to get special outcalling help
- Press **Y** (9) to turn the feature on.

> **Note:** Many people program the number without turning the feature on. Be sure to turn the feature on.

- Press **1** to turn on the feature for all new messages, or press **2** to turn on the feature for new priority messages only.
- Press **N** (6) to turn the feature off.
- Press * * **9** to exit.

> **TIP**
> Do a test message and verify that outcalling is working.