Avaya Aura® Messaging Quick Reference (Aria)

AVAYA

PHONE

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PHONE (Continued)

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To transfer an incoming call to a mailbox, without the mailbox owner's phone ringing	
1. Press **Transfer** > **Message** > *	
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1. To begin recording, press	audix-rec
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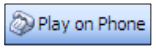
Web user preferences link	
As specified by your administrator	

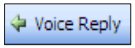
OUTLOOK / ZIMBRA

(Outlook only)

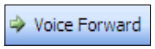
To play a voice message on your PC, click Play on PC. Use the playback control buttons to pause, stop, rewind, and fast-forward when the message is played.



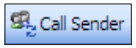
To play a voice message on your phone, click Play on Phone.



To reply to a voice message with a voice recording using any phone, click Voice Reply.



To forward a voice message, with a newly recorded introduction, using any phone, click Voice Forward.



To call the sender from any phone, click Call Sender. When you pick up the phone, the sender is dialed automatically.

FOR MORE INFORMATION

http://support.avaya.com

Some of these features may not be available in your organization. For details, contact your administrator.

Navigation Menu (Aria)

AVAYA

LOG IN TO MESSAGING

1. Call voicemail number
2. Enter your password

POWER KEYS use anytime

Skip/Enter	#
Help	0
Cancel	*

MAIN MENU

Play messages	1
Send messages	2
User preferences	4
Restart	5
Exit	*

PLAY MESSAGES

Unread messages	1
Read messages	2
Saved messages	3

PLAYBACK CONTROL during playback

Rewind	1
Rewind to start	1 1
Pause / Resume	2
Fast-forward	3
Fast-forward to end	3 3
Slower playback	4
Slowest playback	4 4
Faster playback	6
Fastest playback	6 6

MESSAGE OPTIONS after playback

Reply	8
Message details	5
Forward (with introduction)	6
Forward (without introduction)	6 1
Forward (remove introductions)	6 6
Delete	7
Replay	4
Call sender	8 8
Save	9

SELECT RECIPIENT after recording a message

- Enter mailbox number
- Spell name or distribution list
- Say name or distribution list

CONFIRM

Hear delivery options	0
Add more recipients	6
Send	#

DELIVERY OPTIONS

Private	1
Important	2
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SEND MESSAGE

Send	#

USER PREFERENCES

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Greetings	3

FEATURES

Notify Me on/off	1
Reach Me on/off	2

ADMINISTRATIVE OPTIONS

Password	1
Date, time playback on/off	2

GREETINGS

Personal greeting	1
Extended absence	2
Name	3

PERSONAL GREETING

Standard system greeting	1
Away from phone	2 1
Busy greeting	2 2

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