# Avaya Aura® Messaging R6.2 Quick Reference (Aria)

## PHONE

| Playing messages | |
|---|---|
| Unread messages | 1 - 1 |
| Read messages | 1 - 2 |
| Saved messages | 1 - 3 |
| **Playback controls** | |
| Hear message details | 5 |
| Message start | 1 - 1 |
| Message end | 3 - 3 |
| Skip envelope information | 3 - 4 |
| Skip to next message | # |
| **Message options** | |
| Delete message | 7 |
| Save message | 9 |
| Call sender during / after playback | 8 - 8 |
| **Replying to a message** | |
| 1. Reply during / after playback | 8 |
| 2. Record reply, then press | # |
| 3. Send message | # |
| **Forwarding with an introduction** | |
| 1. Forward after playback | 6 |
| 2. Record introduction, then press | # |
| 3. Say / enter recipient | |
| 4. Send message | # |
| **Sending a new message** | |
| 1. From main menu | 2 |
| 2. Record message, then press | # |
| > Hear recording | 1 |
| > Delete and re-record | * |
| 3. Say / enter recipient | |
| 4. Send message | # |
| **Selecting recipients** | |
| Say recipient name or distribution list | |
| Enter a mailbox / personal list number | |
| To spell recipient name or distribution list | # |
| Add more recipients | 6 |
| **Delivery options** | |
| Specify delivery options | 0 |

## PHONE (Continued)

| Future delivery | |
|---|---|
| By date | 4 - 1 |
| By week day | 4 - 2 |
| **Future delivery by date** | |
| Enter day, month, and time | |
| Specify AM / PM | 1 / 2 |
| **Transferring to a mailbox** | |
| To transfer an incoming call to a mailbox, without the mailbox owner's phone ringing | |
| 1. Press Transfer > Message > * | |
| 2. Enter recipient mailbox number | |
| **Recording a call** | |
| To record an incoming call as a voice message | |
| 1. To begin recording, press | audix-rec |
| 2. To end recording, press | audix-rec |
| **Hints and tips** | |
| Help | 0 |
| Cancel / previous menu | * |
| Bypass a greeting or interrupt a prompt | # |

## MANAGING USER PREFERENCES

| Features | |
|---|---|
| Notify Me on/off | 4 - 1 - 1 |
| Reach Me on/off | 4 - 1 - 2 |
| **Administrative options** | |
| Change password | 4 - 2 - 1 |
| Date, time playback on/off | 4 - 2 - 4 |
| **Greetings** | |
| Change personal greeting | 4 - 3 - 1 |
| Set extended absence greeting | 4 - 3 - 2 |
| Set / change name | 4 - 3 - 3 |
| Set away-from-phone greeting | 4-3-1-2-1 |
| Set busy greeting | 4-3-1-2-2 |
| **Web user preferences link** | |
| As specified by your administrator | |

## 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 |
| Skip envelope playback | 3 4 |
| 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 |
| Future delivery | 4 |

## SEND MESSAGE

| | |
|---|---|
| Send | # |

## USER PREFERENCES

| | |
|---|---|
| Features | 1 |
| Administrative options | 2 |
| Greetings | 3 |

## FEATURES

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

## ADMINISTRATIVE OPTIONS

| | |
|---|---|
| Password | 1 |
| Date, time playback on/off | 4 |

## 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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