# AVAYA

### Avaya Aura<sup>®</sup> Messaging Aria Quick Reference

Release 6.3.3 Issue 1 August 2015

#### Phone menu

Phone menu	Key press
Playing messages	
Unread messages	1 - 1
Read messages	1 - 2
Saved messages	1 - 3
Pending delete messages	1 - 4
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 messages after playback	7
Save / Preserve pending delete message	9
Call sender during / after playback	8 - 8
Broadcast messages	
Review	9 - 1
Record	9 - 2
Delete	9 - 3
Replying to a message	
1. Reply during / after playback	8
2. Record reply, then press	#
3. Send message	#
	-

Phone menu	Key press
Forwarding with an introd	uction
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 rerecord	*
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
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
Unsent message options	
Send message	1
Record	2
Replay	4
Delete message	7
Skip message	#
Exit to main menu	*
Playing unsent messages	

Phone menu	Key press
Playback in normal speed	0
Rewind by 5 second	1
Rewind to start	1 - 1
Pause	2
Resume playback	2 - 1
Record	2 - 2
Fast forward by 5 second	3
Fast forward to end	3 - 3
Slower playback	4
Slowest playback	4 - 4
Faster playback	6
Fastest playback	6 — 6
Cancel review	*
Extended absence greeting	g
Record EAG	4 - 3 - 2
Re- record EAG	4 - 3 - 2 - 2
Set EAG expiry option	4 - 3 - 2 - 9
EAG expiry option	
Set no EAG expiry	4 - 3 - 2 - 9 - # - # - #
Set EAG expiry date	$\begin{array}{cccccccccccccccccccccccccccccccccccc$

Key press input	Key press values
mm	Indicates the month. The supported values are 1 to 12 or #. # indicates the current month.
dd	Indicates the day. The supported values are 1 to 31 or #. # indicates the current day.
time	Indicates the time. The supported formats are:
	<ul> <li>12-h format as hhmm — M, where:</li> <li>hh is hour with a value between 1 to 12.</li> <li>mm is minute with a value between</li> </ul>
	0 to 59.
	<ul> <li>M is meridian with the value 1 for a.m. and 2 for p.m.</li> </ul>

Table continues...

Key press input	Key press values
	<ul> <li>24–h format as hhmm, where:</li> </ul>
	<ul> <li>- hh is hour with a value between 0 to 23.</li> <li>- mm is minute with a value between</li> </ul>
	0 to 59.
	To enter 1 minute after midnight, press #.

Some features might be unavailable in your organization. For details, contact your administrator.

## Active call transfer to a Messaging mailbox

#### Transferring a call to a Messaging mailbox from a telephone that has a Messaging mailbox

The steps to transfer a call varies with the telephone system you use.

- 1. During an active call, press **TRANSFER** or dial the keys or codes to transfer the call.
- 2. Enter your Messaging access number or press a preconfigured or a speed-dial button that automatically dials your Messaging access number.

Messaging access number is your pilot number.

- 3. When the system answers, press star (\*).
- 4. Enter the recipient's mailbox number.
- 5. To complete the transfer, press **TRANSFER** or hangup.

#### Transferring a call to a Messaging mailbox from a telephone that does not have a Messaging mailbox

The steps to transfer a call varies with the telephone system you use.

- 1. During an active call, press **TRANSFER** or dial the keys or codes to transfer the call.
- Enter your Messaging access number or press a preconfigured or a speed-dial button that automatically dials your Messaging access number.
   Messaging access number is your pilot number.
- 3. Enter the recipient's mailbox number.
- 4. To complete the transfer, press **TRANSFER** or hangup.

#### Managing user preferences

Change personal greeting 4 -	y press
	2 1
	- 3 - 1
Set extended absence 4 - greeting	- 3 - 2
Set / change name 4 -	- 3 - 3
Change / record optional 4 - greeting	- 3 - 4
Activate optional greeting 4 -	- 3 - 5
Delete optional greeting 4 - (OG)	- 3 - 4 - OG# - 3
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 / 4 - off	- 2 - 4
Cancel / Previous menu *	
Web user preferences link	
As specified by your administrator	

#### **Outlook menu**

Button	Description
Play on PC	Plays a voice message on your PC.
11 11 4 4 4	Pauses, stops, rewinds, and fast- forwards when the TUI plays the message.
🗞 Play on Phone	Plays a voice message on your deskphone or any other phone.
Voice Reply	Replies to a voice message with a voice recording using any phone.
Voice Forward	Forwards an existing voice message.
ജ്ജ് Call Sender	Calls the message sender from a phone. When you pick up the phone, the TUI dials the sender.

Button	Description
Lisar Drafaran cas	Opens the User Preferences

User Preferences

#### 😵 Note:

For more information, visit <u>http://</u> <u>support.avaya.com/</u>

webpage.





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

@ 2015 Avaya Inc. All rights reserved.