



Avaya Aura® Messaging Aria Quick Reference

Release 6.3.3
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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 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 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	
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	4 – 3 – 2 – 9 – mm – dd – time

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 style="list-style-type: none"> • 12-h format as hhmm — M, where: <ul style="list-style-type: none"> - hh is hour with a value between 1 to 12. - mm is minute with a value between 0 to 59. - M is meridian with the value 1 for a.m. and 2 for p.m.

Table continues...

Key press input	Key press values
	<ul style="list-style-type: none"> • 24-h format as hhmm, where: <ul style="list-style-type: none"> - hh is hour with a value between 0 to 23. - mm is minute with a value between 0 to 59. <p>To enter 1 minute after midnight, press #.</p>

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 pre-configured 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 hang-up.

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

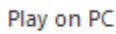
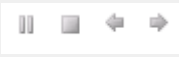




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1. During an active call, press **TRANSFER** or dial the keys or codes to transfer the call.
2. Enter your Messaging access number or press a pre-configured or a speed-dial button that automatically dials your Messaging access number.
Messaging access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

Managing user preferences

User preferences	Key press
Change personal greeting	4 - 3 - 1
Set extended absence greeting	4 - 3 - 2
Set / change name	4 - 3 - 3
Change / record optional greeting	4 - 3 - 4
Activate optional greeting	4 - 3 - 5
Delete optional greeting (OG)	4 - 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 / off	4 - 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.
	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.
 Call Sender	Calls the message sender from a phone. When you pick up the phone, the TUI dials the sender.

Button	Description
User Preferences	Opens the User Preferences webpage.

* Note:

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

Access Number: Internal: 5101
External: 609-343-5101

Default Password: 2580

Web Interface: aam.atlantic.edu/admin
Login with your Mailbox number and Password.

Navigation menu Aria



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