



Avaya Aura® Messaging 6.3 Aria Quick Reference

Release 6.3
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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	7
Save / Preserve pending delete 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	#

Phone menu	Key press
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

Transferring incoming call to a mailbox	
To transfer an incoming call to a mailbox, without the mailbox owner's phone ringing (External phone rings)	
1. Press Transfer > Message	
2. Enter recipient mailbox number.	
To transfer an incoming call to an associated mailbox on the system, phone rings in system (Internal phone rings)	
1. Press Transfer > Message > *	
2. Enter recipient mailbox number.	

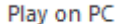





*** Note:**

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

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
Review optional greetings	4 - 3 - 6
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.
User Preferences	Opens the User Preferences webpage.

 **Note:**

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

Navigation menu Aria

