

LISTENING AND RESPONDING [1]

Reviewing messages

Review:

- New voice messages [1]
- Saved voice messages [1] [2]
- New e-mail messages [2]
- Saved e-mail messages [2] [2]
- New fax messages [3]
- Saved fax messages [3] [2]
- Administrative messages [9]

TIP: Use playback controls as desired (see page 2).

Forwarding a message

- At end of message [6]
- To forward message...
 - ...Without comment [1]
 - ...With comment [2]
- When finished [#]
- Specify address
- When finished [#]
- After entering all addresses [#] [#]
- Send message [#]

Replying to a message

- At end of message
 - Reply to sender [8] [1]
 - Reply to all [8] [2]
 - Reply to sender with original [8] [3]
 - Reply to all with original [8] [4]
- Record reply
- When finished [#] [#]

Replying by calling internal caller

- At end of message [8] [8]

PERSONALIZING YOUR MAILBOX [4]

Recording or changing prompts or greetings [1]

1. Choose:
 - Personal greeting [1]
 - Extended Absence greeting [2]
 - Optional greetings [3]
 - Please Hold prompt [5]
 - Name prompt [6]
 - Extended Absence options [7]
2. For optional greetings only, enter the greeting number [1-9]
3. If Multilingual Call Answer is enabled, select a language [1-3]
4. If the prompt or greeting is already recorded:
 - Accept recording [1]
 - Rerecord [2]
 - Delete prompt or greeting [3]
5. Allow/disallow callers to leave a message when Extended Absence greeting is active [1]

Using special features [2]

- To set:
- Find Me on or off [2] [1]
 - Call Me on or off [3] [1]
 - Caller requested notification on or off [4] [1]
 - Automatic notification on or off [4] [2]
 - Call screening [5]
 - Intercom paging [7]
- To review active options [9]

Setting up rules for optional greetings

- Hear rule [0]
- Activate for internal calls → external calls → all calls (rotate) [1]
- Activate for busy → no answer → busy or no answer (rotate) [2]
- Activate for business hours → out of business hours → any time (rotate) [3]
- Delete current greeting rule [7]
- Accept greeting rule [#]

Setting a default fax number [4]

- Enter the new telephone number
- Confirm [1]
 - Change [2]

Recording or changing announcements [5]

Enter the announcement number

OR

- If announcement is already recorded:
- Accept recording [1]
 - Rerecord [2]
 - Delete announcement [3]

Managing personal distribution lists [6]

- Create list [1]
- Edit list [2]
- Delete list [3]
- Review active lists [4]

Setting up Personal Operator [7]

- Change Personal Operator [1]
- Change Schedule [2]

Changing your password [9]

- Enter new password, followed by [#]
- Reenter new password, followed by [#]

RECORDING AND SENDING [2]

Creating a new voice message

- Record message [1]
- When finished [#]
- Enter destination address, followed by [#]
- After entering all addresses [#] [#]
- Specify delivery options (see below)
- Send [#]

To cancel recording [*]

To spell name [#]

Delivery options

- Send immediately [#]
- Mark as priority/not priority [2]
- Mark for future delivery [4]
- Mark as private [5]

CALL ANSWERING

When answering Find Me, Call Me, or screened calls:

- To accept a call [#]
- To reject a call [1]
- To replay a Find Me or Call Me message [3]

SHORTCUTS

Bypass welcome greeting [#]

When reviewing messages, skip:

- From New to Saved to Deleted [#] [#]
- To start of message [1] [1]
- To end of message [3] [3]

GENERAL TIPS

Pressed the wrong key?

To cancel or back up, press [*]

Go back to Main menu?

Press [*] repeatedly until you hear "Main menu..."

Exiting your mailbox

Return to the Main menu, and press [*] again, or hang up.

Want to hear the menu again?

While listening to a menu, press [0]

NOTE: Your system may not support all features. For more information, check with your system administrator.



**Aria® Telephone
User Interface for
Avaya Modular Messaging**

QUICK REFERENCE GUIDE

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