

PHONE

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1. Reply during / after playback	8
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2. Record introduction, then press	#
3. Say / enter recipient	
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1. From main menu	2
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> Hear recording	1
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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
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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

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Web user preferences link	
As specified by your administrator	

OUTLOOK

To play a voice message on your PC, click **Play on PC**. Use the playback control buttons to pause, stop, rewind, and fast-forward when the message is played.

To play a voice message on any phone, click **Play on Phone**.

To reply to a voice message with a voice recording using any phone, click **Voice Reply**.

To forward a voice message, with a newly recorded introduction, using any phone, click **Voice Forward**.

To call the sender from any phone, click **Call Sender**. When you pick up the phone, the sender is dialed automatically.

FOR MORE INFORMATION

<http://support.avaya.com>

LOG IN TO MESSAGING

1. Call voicemail number
2. Enter your password

POWER KEYS use anytime

- | | |
|------------|---|
| Skip/Enter | # |
| Help | 0 |
| Cancel | * |

Navigation Menu (Aria)

AVAYA

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 |