

LISTENING AND RESPONDING

Reviewing messages

[4]

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]

TIP: Use *playback controls as desired (see reverse)*.

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

Replying by calling internal caller

- At end of message [4]

PRINTING A FAX OR E-MAIL

Printing a message after reviewing

At the end of the message, choose:

- To print to default fax number [2] [1]
- To print to alternate fax number [2] [2]
- To print from the fax machine [2] [3]
- you are using [2] [4]
- To send a fax to another recipient [2] [4]

Printing messages before reviewing

Print:

- All new fax messages [8] [1]
- A list of all messages in inbox [8] [2]
- A list of all new messages [8] [3]
- in inbox

Choose:

- To print to default fax number [1]
- To print to alternate fax number [2]
- To print from the fax machine [3]
- you are using [4]
- To send a fax to another recipient [4]

PERSONALIZING YOUR MAILBOX

Recording or changing prompts or greetings

[4]

1. Choose:

- Personal greeting [1]
 - Extended Absence greeting [2]
 - Optional greetings [3]
 - Please Hold prompt [5]
 - Name prompt [6]
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]

Using special features

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]

Changing call handling

- Block all incoming calls [3]
- Activate optional greetings [1]
- Review current greeting rules [4]
- Delete all greeting rules [8]
- Delete all greeting rules [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

Enter the new telephone number

- Confirm [4]
- Change [1]
- Change [2]

Recording or changing announcements

Enter the announcement number

OR

If announcement is already recorded:

- Accept recording [1]
- Rerecord [2]
- Delete announcement [3]

Managing personal distribution lists

- Create list [6]
- Edit list [1]
- Delete list [2]
- Review active lists [3]
- Review active lists [4]

Setting up Personal Operator

- Change Personal Operator [7]
- Change Personal Operator [1]
- Change Schedule [2]

Changing your password

- Enter new password, followed by [#] [9]
- Reenter new password, followed by [#] [#] [9]

RECORDING AND SENDING

Creating a new voice message

- Record message [2]
- When finished [#]
- Enter destination address, followed by [#] [#]
- After entering all addresses [#] [#]
- Specify delivery options (see below) [#]
- Send [#]

To cancel recording [1]

To spell name [#]

Delivery options

- Send immediately [#]
- Mark as priority/not priority [2]
- Mark for future delivery [2]
- Mark as private [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 [1]

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.

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Aria® Telephone User Interface for Avaya Modular Messaging

QUICK REFERENCE GUIDE

APRIL 2008

ABOUT THIS GUIDE

This quick reference guide provides step-by-step instructions on how to perform important tasks when using the Modular Messaging system through the Aria® telephone user interface (TUI). For additional information, consult the Modular Messaging TUI guide.

Note: Depending on the way your system is set up, some features in this guide may not be available.

Accessing your mailbox

From your office extension:

1. Call the system access number.
2. Enter your password followed by [#].

From someone else's office extension or from outside of your office:

1. Call the system access number.
2. Do one of the following:
 - If you are prompted to enter the password for the extension from which you are calling, press [*] [#].
 - If you are prompted to enter the extension of the person you are calling, press [#].
3. Enter your mailbox number.
4. Enter your password followed by [#].

* Changes to next language only if your system supports multiple languages.

