LISTENING AND RESPONDING

Changing your password

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

PERSONALIZING YOUR MAILBOX

1. Review:
   - Personal greeting
   - Extended Personal greeting
   - Optional greetings
   - Name prompt

2. For optional greetings only, enter the greeting number

3. If Multilingual Call Answer is enabled, select a language

4. If the prompt or greeting is already recorded:
   - Accept recording
   - Rerecord
   - Delete prompt or greeting

Using special features

To set:
   - Find Me on or off
   - Call Me on or off
   - Caller requested notification on or off
   - Automatic notification on or off
   - Call screening
   - Intercom paging

To review active options

Changing call handling

- Block all incoming calls
- Reply to sender
- Reply to all
- Reply to sender with original
- Automatic notification on or off
- Call screening
- Intercom paging

To cancel recording

To spell name

Delivery options

- Send immediately
- Mark as priority/not priority
- Mark for future delivery
- Mark as private

CALL ANSWERING

When answering Find Me, Call Me, or screened calls:
- To accept a call
- To reject a call
- To replay a Find Me or Call Me message

SHORTCUTS

Bypass welcome greeting

When reviewing messages, skip:
   - From New to Saved to Deleted
   - All calls (rotate)
   - Any time (rotate)
   - At business hours
   - Out of business hours

GENERAL TIPS

If announcement is already recorded:
   - Rerecord
   - Delete announcement
   - Accept recording

Press 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.

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Aria® Telephone User Interface for Avaya Modular Messaging

APRIL 2008
### 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 `[#]`.

---

### E-MAIL MESSAGES
- **New messages**
- **Saved messages**
- **Deleted messages**

### VOICE MESSAGES
- **New messages**
- **Saved messages**
- **Deleted messages**

### PRINT MESSAGES
- **Print new fax messages**
- **Print inbox listing**
- **Print new message listing**

---

### To record the message:
- At prompt, record message.
- When finished, press `[#]`.

### To forward a message:
- **(With comment)**
  - Record comment.
  - When finished, press `[#]`.
- **(With or without comment)**
  - Enter address.
  - Press `[#]`.
  - *(For more addresses, repeat these two steps.)*
  - When finished, press `[#]`.
- To send, press `[#]`.

### To search for external callers:
- If sender is on same system, enter address of sender, then press `[*] [#]`.
- Then spell name and select from list.

### To reply to all:
- **Reply to all with original**
- **Reply with original**
- **Reply**
- **Send**
- **Cancel**

### To change a password:
- Enter new password
- Accept
- Re-enter new password
- Accept

---

### OPTIONS
- **Save**
- **Reply**
- **Erase**
- **Forward message…** with comment
- **Print inbox listing**
- **Print new fax messages**
- **Print**
- **List all recipients**
- **Save**
- **Reply**
- **Erase**
- **Forward message…** with comment

---

### HELP OPTIONS
- **Options**
- **Personal Configuration**
- **Greetings menu**
- **Special Features menu**
- **Change call handling**
- **Default fax destination**
- **Record announcements**
- **Manage personal lists**
- **Set Personal Operator**
- **Change password**
- **To change a password:**
  - Enter new password
  - Accept
  - Re-enter new password
  - Accept

---

### NOTIFICATION OPTIONS
- **Automatic notification options**

### Personal Configuration
- **Greetings menu**
- **Special Features menu**
- **Change call handling**
- **Default fax destination**
- **Record announcements**
- **Manage personal lists**
- **Set Personal Operator**
- **Change password**
- **To change a password:**
  - Enter new password
  - Accept
  - Re-enter new password
  - Accept

---

### Personal List Options
- **Create list**
- **Edit list**
- **Delete list**
- **Browse active lists**

---

### Calls Handling Options
- **Block all incoming calls**
- **Activate optional greetings**
- **Review current greetings rules**
- **Delete all greeting rules**

---

### Personal Options
- **Create list**
- **Edit list**
- **Delete list**
- **Browse active lists**

---

### Options
- **Save**
- **Reply**
- **Erase**
- **Forward message…** with comment
- **Print inbox listing**
- **Print new fax messages**
- **Print**
- **List all recipients**
- **Save**
- **Reply**
- **Erase**
- **Forward message…** with comment

---

### Help Options
- **Options**
- **Personal Configuration**
- **Greetings menu**
- **Special Features menu**
- **Change call handling**
- **Default fax destination**
- **Record announcements**
- **Manage personal lists**
- **Set Personal Operator**
- **Change password**
- **To change a password:**
  - Enter new password
  - Accept
  - Re-enter new password
  - Accept

---

### Review Options
- **Reply to sender**
- **Reply to all**
- **Reply with original**
- **Reply**
- **Send**
- **Cancel**

---

### Forward Options
- **Forward**
  - To recipient
  - To all recipients
  - With original
  - Without original
  - **Send**
  - **Cancel**

---

### Send Options
- **Send immediately**
- **Mark (toggle) urgent / low priority**
- **Mark for future delivery**
- **Mark as private**

---

### Future Delivery Options
- **Set date & time**
- **Set delay**

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### Message Addressing Options
- **Enter destination mailbox number, and then press**
- **To spell recipient’s name using touchtone keys, first press**
  - Spell full or partial name
  - Select name from list
  - To clear entry, press `[*]`
  - To delete:
    - Last address entered, press `[*]`
    - The entire message, press `[*]`
  - When finished, press `[#]`

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## 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.