

Avaya Aura® Messaging Aria Quick Reference

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Phone menu

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Phone menu	Key press
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3. Say / enter recipient	
4. Send message	#
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Enter a mailbox / personal list number	
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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
Unsent message options	
Send message	1
Record	2
Replay	4
Delete message	7

Phone menu	Key press
Skip message	#
Exit to main menu	*
Playing unsent messages	
Playback in normal speed	0
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EAG expiry option	
Set no EAG expiry	4 - 3 - 2 - 9 - # - # - #
Set EAG expiry date	4 - 3 - 2 - 9 - mm - dd - time

Key press input	Key press values
mm	Indicates the month. The supported values are 1 to 12 or #. # indicates the current month.
dd	Indicates the day. The supported values are 1 to 31 or #. # indicates the current day.
time	Indicates the time. The supported formats are:
	12–h format as hhmm — M, where: - hh is hour with a value between 1 to 12.

Table continues...

Key press input	Key press values
	- mm is minute with a value between 0 to 59.
	- M is meridian with the value 1 for a.m. and 2 for p.m.
	• 24–h format as hhmm, where:
	- hh is hour with a value between 0 to 23.
	- mm is minute with a value between 0 to 59.
	To enter 1 minute after midnight, press #.

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

Active call transfer to a Messaging mailbox

Transferring a call to a Messaging mailbox from a telephone that has a Messaging mailbox

The steps to transfer a call varies with the telephone system you use.

- During an active call, press TRANSFER or dial the keys or codes to transfer the call.
- 2. Enter your Messaging access number or press a preconfigured or a speed-dial button that automatically dials your Messaging access number.

Messaging access number is your pilot number.

- 3. When the system answers, press star (*).
- 4. Enter the recipient's mailbox number.
- 5. To complete the transfer, press **TRANSFER** or hangup.

Transferring a call to a Messaging mailbox from a telephone that does not have a Messaging mailbox

The steps to transfer a call varies with the telephone system you use.

- 1. During an active call, press **TRANSFER** or dial the keys or codes to transfer the call.
- Enter your Messaging access number or press a preconfigured or a speed-dial button that automatically dials your Messaging access number.
 - Messaging access number is your pilot number.
- 3. Enter the recipient's mailbox number.

To complete the transfer, press TRANSFER or hangup.

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
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.
11 12 + +	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.

Button	Description
🖳 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.



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

Navigation menu Aria Playback control during Power keys. Use anytime. → Play messages Message options Log in to Messaging playback 1. Call voice mail number Skip / Enter Unread messages Rewind Replay 2. Enter your password Help 2 Rewind to start Read messages Message details Cancel / Previous menu Pause / Resume 3 2 Saved messages Forward after playback 6 **Unsent Messages** (with introduction) **Fast Forward** 3 Pending delete messages 4 Forward after playback 6 Replying to a message Fast forward to end 3 Send message 3 (without introduction) Select recipient after Skip envelope playback 3 Forward after playback Record recording a message 6 Reply without original (remove introductions) Slower playback message Replay Enter mailbox number Delete after playback Reply to all without Slowest playback 4 4 Delete message Spell name or distribution list original message 8 Faster playback Reply Skip message # Replay with original Say name or distribution list 3 9 Fastest playback 6 Save / preserve message 6 message Exit to main menu **User preferences** Reply to all with original message Confirm **Features Delivery option** Main menu Call sender 0 Hear delivery options Administrative options 2 Private Play messages Greetings 3 List recipients Add more recipients 6 **Important** 2 Send Future delivery Send message Greetings Send **Features** 2 Send messages Personal greeting Administrative options Notify me on / off Extended absence Password Reach me on / off 2 Name Auto log in Date, time playback on / off Auto log in Change / record optional Turn on 4 User preferences greeting Block messages Personal greeting Turn off Activate optional greeting 5 Exit Record personal greeting 2 5 Restart **Block messages** Administer login

Extended absence greeting

Re-record FAG

Set EAG expiry option

Turn on always

Turn on while EAG

Turn off

Continue

Auto log in

Turn on

Turn off

Block messages cont.

Transfer after greeting
Disconnect after greeting
Complete setup

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announcements

Record / compose message 2

Review

Delete

9

Administer login

announcements

Exit

Customized navigation menu Aria Login options Dial internal access Log in to Messaging from a phone without number **Entering password** Aria main menu Welcome menu voicemail Or Press Voice Mail Enter your password and # Press # and enter your mailbox number Log in to Messaging Dial external Other options from outside the office access number Log in to Messaging Dial internal access from a phone with number Or voicemail Auto Attendant menu Spelling the name Confirming the name Press Voice Mail Enter the name using keypad, Enter the extension number Confirm the name of the person you are calling last name first Enter a different name Enter the name of the Cancel the spell mode person you are calling Enter your mailbox number # Hear the name again Enter your mailbox number # Cancel the call **Entering another extentsion Entering password**

#

Aria main menu

Enter an extension number

Enter your mailbox number #

Enter your password and

Cancel login and reach

Welcome menu