



# Avaya Aura® Messaging Aria Quick Reference

Release 7.0.0  
December 2016  
© 2016, Avaya, Inc.  
All Rights Reserved.

## Phone menu

Phone menu	Key press
<b>Playing messages</b>	
Unread messages	1 - 1
Read messages	1 - 2
Saved messages	1 - 3
Pending delete messages	1 - 4
<b>Playback controls</b>	
Hear message details	5
Message start	1 - 1
Message end	3 - 3
Skip envelope information	3 - 4
Skip to next message	#
<b>Message options</b>	
Delete messages after playback	7
Save / Preserve pending delete message	9
<b>Replying to a message</b>	
Reply	8 - 1
Reply to all	8 - 2
Reply to sender with original message	8 - 3
Reply to all with original message	8 - 4
Call sender during / after playback	8 - 8
List recipients	8 - 9
<b>Login announcements</b>	

Phone menu	Key press
Review	9 - 1
Record	9 - 2
Delete	9 - 3
<b>Forwarding with an introduction</b>	
1. Forward after playback	6
2. Record introduction, then press	#
3. Say / enter recipient	
4. Send message	#
<b>Sending a new message</b>	
1. From main menu	2
2. Record message, then press	#
> Hear recording	1
> Delete and rerecord	*
3. Say / enter recipient	
4. Send message	#
<b>Selecting recipients</b>	
Say recipient name or distribution list	
Enter a mailbox / personal list number	
To spell recipient name or distribution list	#
Add more recipients	6
<b>Delivery options</b>	
Specify delivery options	0
<b>Future delivery</b>	
By date	4 - 1
By week day	4 - 2
<b>Future delivery by date</b>	
Enter day, month, and time	
Specify AM / PM	1/2
<b>Unsent message options</b>	
Send message	1
Record	2
Replay	4
Delete message	7

Phone menu	Key press
Skip message	#
Exit to main menu	*
<b>Playing unsent messages</b>	
Playback in normal speed	0
Rewind by 5 second	1
Rewind to start	1 - 1
Pause	2
Resume playback	2 - 1
Record	2 - 2
Fast forward by 5 second	3
Fast forward to end	3 - 3
Slower playback	4
Slowest playback	4 - 4
Faster playback	6
Fastest playback	6 - 6
Cancel review	*
<b>Extended absence greeting</b>	
Record EAG	4 - 3 - 2
Re- record EAG	4 - 3 - 2 - 2
Set EAG expiry option	4 - 3 - 2 - 9
<b>EAG expiry option</b>	
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: <ul style="list-style-type: none"> <li>• 12-h format as hhmm — M, where: - hh is hour with a value between 1 to 12.</li> </ul>

Table continues...

Key press input	Key press values
	<ul style="list-style-type: none"> <li>- mm is minute with a value between 0 to 59.</li> <li>- M is meridian with the value 1 for a.m. and 2 for p.m.</li> <li>• 24–h format as hhmm, where: <ul style="list-style-type: none"> <li>- hh is hour with a value between 0 to 23.</li> <li>- mm is minute with a value between 0 to 59.</li> </ul> </li> </ul> <p>To enter 1 minute after midnight, press #.</p>

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.

1. 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 pre-configured 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 hang-up.

### 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.

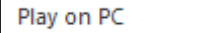

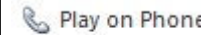
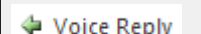
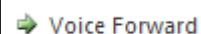
1. During an active call, press **TRANSFER** or dial the keys or codes to transfer the call.
2. Enter your Messaging access number or press a pre-configured or a speed-dial button that automatically dials your Messaging access number.  
Messaging access number is your pilot number.
3. Enter the recipient's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

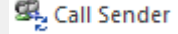
4. To complete the transfer, press **TRANSFER** or hang-up.

## 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
<b>Features</b>	
Notify Me on / off	4 – 1 – 1
Reach Me on / off	4 – 1 – 2
<b>Administrative options</b>	
Change Password	4 – 2 – 1
Date, time playback on / off	4 – 2 – 4
Cancel / Previous menu	*
<b>Web user preferences link</b>	
As specified by your administrator	

## Outlook menu

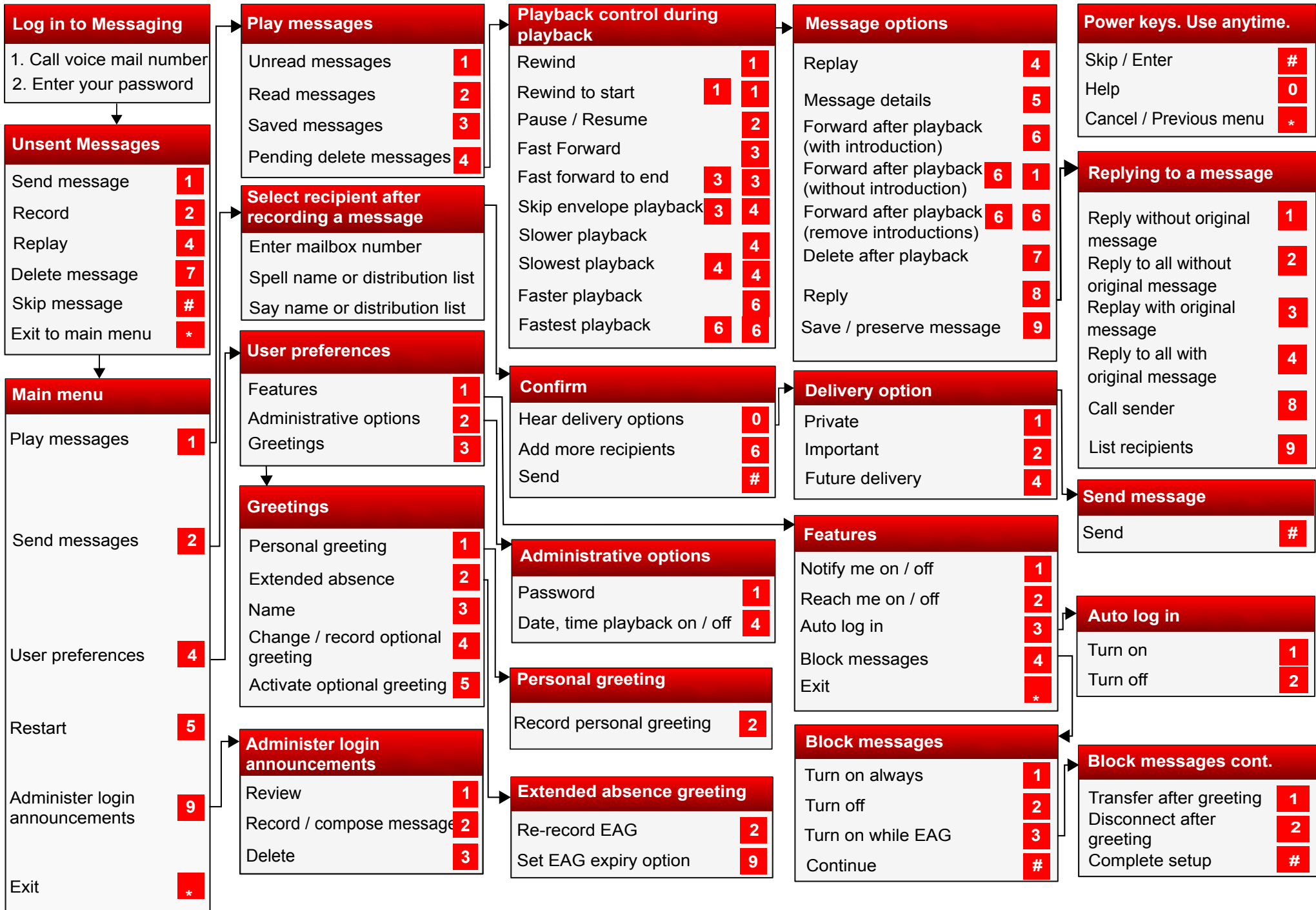
Button	Description
	Plays a voice message on your PC.
	Pauses, stops, rewinds, and fast-forwards when the TUI plays the message.
	Plays a voice message on your deskphone or any other phone.
	Replies to a voice message with a voice recording using any phone.
	Forwards an existing voice message.

Button	Description
	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.

**\* Note:**

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

# Navigation menu Aria



# Customized navigation menu Aria

