# Avaya Aura® Messaging R6.1 Quick Reference



#### **PHONE**

PHONE	
Playing messages	
Unread messages	1 - 1
Read messages	1 - 2
Saved messages	1 - 3
Playback controls	
Hear message details	5
Message start	1 - 1
Message end	3 - 3
Skip to next message	#
Message options	
Delete message	7
Save message	9
Call sender during / after playback	8 - 8
Replying to a message	
Reply during / after playback	8
2. Record reply, then press	#
3. Send message	#
Forwarding with an introduction	
Forward after playback	6
2. Record introduction, then press	#
3. Say / enter recipient	
4. Send message	#
Sending a new message	
1. From main menu	2
2. Record message, then press	#
> Hear recording	1
> Delete and re-record	*
3. Say / enter recipient	
4. Send message	#
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
By week day	4 - 2
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**

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
Greetings	
Personal greeting on/off	4 - 3 - 1
Set extended absence greeting	4 - 3 - 2
Set / change name	4 - 3 - 3
Set away-from-phone greeting	4-3-1-2-1
Set busy greeting	4-3-1-2-2
Web user preferences link	
As specified by your administrator	

#### Aria

Telephone User Interface for Avaya Aura Messaging

## QUICK REFERENCE GUIDE AAM

## **Access Telephone Numbers:**

On Campus: Extension 09500 or 05600

Off Campus: (213) 740-9500 or (213) 740-5600

## **User Preferences Web Page:**

https://clv-aam-mss-msg.usc.edu/user

### **Transfer to Voicemail Number:**

On Campus: Extension 13007 Off Campus: (213) 821-3007

## **Email address:**

user.name@aam.usc.edu

To reach the Help Desk:

On Campus: Extension 05555 Off Campus: (213) 740-05555

