LISTENING AND RESPONDING

PERSONALIZING YOUR MAILBOX

Recording or changing prompts or greetings

Review:
- Personal greeting
- Extended Absence greeting
- Optional greeting 1
- Optional greeting 2
- Please Hold prompt
- Name prompt

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

Using special features

To set:
- Find Me on or off
- Call on or off
- Caller requested Notify Me
- Automatic Notify Me
- Call screening
- Intercom paging
- To review active options

Changing call handling

Choose:
- Block all incoming calls
- Prompt when extension not answered
- Prompt when extension busy

Select:
- Optional greeting 1
- Optional greeting 2
- To review active options
- To return to normal call handling

Setting a default fax number

Enter the new telephone number
- Confirm
- Change

Recording or changing announcements

Enter the announcement number

OR

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

Managing personal distribution lists

- Create list
- Edit list
- Delete list
- Review active lists

Changing your password

- Enter new password, followed by
- Reenter new password, followed by

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

FORWARDING A MESSAGE

At end of message
- Without comment
- With comment
- When finished
- Specify address
- When finished
- After entering all addresses
- Send message

REPLYING TO A MESSAGE

- Reply to sender
- Reply to all
- Reply to sender with original
- Reply to all with original
- Record reply
- When finished

PRINTING A FAX OR E-MAIL

Printing a message after reviewing

At the end of the message, choose:
- To print to default fax number
- To print to alternate fax number
- To print from the fax machine
- You are using
- To send a fax to another recipient

Printing messages before reviewing

Print:
- All new fax messages
- A list of all messages in inbox
- A list of all new messages in inbox

Choose:
- To print to default fax number
- To print to alternate fax number
- To print from the fax machine you are using
- To send a fax to another recipient

PRINTING A FAX OR E-MAIL

Replying to a message

At end of message
- Without comment
- With comment
- When finished

Recording or changing announcements

Setting a default fax number

Printing a message after reviewing

At the end of the message, choose:
- To print to default fax number
- To print to alternate fax number
- To print from the fax machine you are using
- To send a fax to another recipient

PRINTING A FAX OR E-MAIL

Printing a message after reviewing

At the end of the message, choose:
- To print to default fax number
- To print to alternate fax number
- To print from the fax machine you are using
- To send a fax to another recipient

PRINTING A FAX OR E-MAIL

Printing a message after reviewing

At the end of the message, choose:
- To print to default fax number
- To print to alternate fax number
- To print from the fax machine you are using
- To send a fax to another recipient
ABOUT THIS GUIDE

Voice messaging gives you the ability to communicate effectively with one person or many from any touchtone telephone 24 hours a day. The faster you become familiar with Avaya Modular Messaging, the sooner you can put it to work for you.

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.

MAIN MENU

[1] REVIEW MESSAGES

- VOICE MESSAGES
  - New messages [1]
  - Saved messages [1] [2]
  - Deleted messages [1] [3]

- E-MAIL MESSAGES
  - New messages [2]
  - Saved messages [2] [2]
  - Deleted messages [2] [3]

- FAX MESSAGES
  - New messages [3]
  - Saved messages [3] [2]
  - Deleted messages [3] [3]

- PRINT MESSAGES
  - Print messages [8]
  - Number of messages [0]

[2] SEND MESSAGES

To record a message:
- At prompt, record message.
- To reply, press [1]
- To pause, press [2]
- When finished, press [8]

Locating a message sent by a particular sender:
- If sender is on same system, enter address and press [8]
- To search for an external caller, enter [1] [8]
- To use Dial-by-Name, press [8] then “spell” name and select from list.

[3] SEARCH FOR SPECIFIC MESSAGES

[4] PERSONAL CONFIGURATION

Greetings menu [1]
- Special Features menu [2]
- Change call handling [3]
- Default fax destination [4]
- Record announcements [5]
- Manage personal lists [6]
- Change password [9]

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

[5] PERSONAL LIST OPTIONS

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

END OF MESSAGE OPTIONS

Print [2]
- Replay [4]
- Reply information [5]
- List all recipients [5] [5]
- Forward message…
  - without comment [6] [1]
  - with comment [6] [2]
- Erase [7]
- Reply [8]
- Save [9]
- Skip [9]

PRINT OPTIONS

Print new fax messages [1]
- Print inbox listing [2]
- Print new message listing [3]

MESSAGE ADDRESSING OPTIONS

- Enter destination mailbox number, and then press [8]
- To “spell” name using touchtone keys, first press [1] and then:
  - “Spell” full or partial name
  - Select name from list
  - To clear entry, press [8]
- To delete:
  - Last address entered, press [8]
  - The entire message, press [8] [8]
  - When finished, press [8] [8]

PLAYBACK OPTIONS

Playback Options
- Rewind [1] [2]
- Forward [3] [2]
- Resume [2] [2]
- Envelope [5] [6]
- Slower [4] [5]
- Quiter [7] [9]
- Next Lang.* [8]
- Cancel [0] [8]

SEND OPTIONS

Send immediately [8] [8]
- Mark (toggles) urgent / low priority [1] [2]
- Mark as private [5]

FUTURE DELIVERY OPTIONS

Set date & time [1]
- Set delay [2]

PROMPTS & GREETINGS

Personal greeting [1]
- Extended Absence greeting [2]
- Optional greeting 1 [3]
- Optional greeting 2 [4]
- Please Hold prompt [5]
- Name prompt [6]

SPECIAL FEATURE OPTIONS

Enable/Disable Find Me [2] [1]
- Enable/Disable Call Me [3] [1]
- Notify Me [4]
- Toggle Call-Screening on/off [5]
- Intercom paging [7]
- Review active options [9]

CALL HANDLING OPTIONS

Block all incoming calls [1]
- Prompt when ext. not answered [2]
- Prompt when ext. busy [3]
- Review active options [8]
- Return to normal call handling [9]

PERSONAL LIST OPTIONS

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

INTERCOM PAGING OPTIONS

Turn off paging [1] [2]
- Turn on paging [2] [2]
- Turn on automatic paging [3]

FINISH OPTIONS

Options (General tip: Use this to cancel or back up.)

NOTIFY ME OPTIONS

Enable automatic notification [1] [2]
- Notify for urgent calls [1]
- Notify for urgent calls only [3]

Aria® Telephone User Interface for Avaya Modular Messaging Quick Reference Guide

ENTERING THE SYSTEM

From your office extension:
- Call the system access number.
- Enter your password followed by [8].

From someone else’s office extension or from outside your organization:
- Call the system access number.
- Do one of the following:
  - If the extension has an associated Modular Messaging mailbox, press [1] [8].
  - If the extension does not have an associated Modular Messaging mailbox, press [8].
- Enter your mailbox number.
- Enter your password followed by [8].

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