Avaya Aura® Messaging Audix® Quick Reference

Release 6.3.3
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Phone menu

Phone menu	Key press
Playing messages	
1. From activity menu, press	2
2. Listen to message header	
3. Play message	0
Message options	
Skip message	#
Delete / Restore	* – D
Call sender	1 – 0
Replying to a message	
Select message	
1. Reply	1
2. Reply by voicemail	1
3. a. Reply with original message attached OR	9
3. b. Reply without original message attached	6
4. Record message, then press	#
Sending a new message	
1. From activity menu, press	1
2. Record message	
Pause / continue recording	1
Playback recording	2 — 3
Delete and re-record	* — D
Approve recording	#
Selecting recipients	
1. Enter recipient, then	# — #
2. Mark private	1
3. Mark priority	2
Future Delivery	3
Send	#
Broadcast messages	
Review	9 — 1
Record	9 — 2
Delete	9 — 3
Manage greetings	
Play personal greeting	3 — 0 — 1
Play extended absence greeting	3 — 0 — 2
Play optional greeting N (1 — 9)	3 — 0 — 3 — N
Record personal greeting	3 — 1 — 1
Record extended absence greeting	3 — 1 — 2
Record optional greeting N (1-9)	3 — 1 — 3 — N
Delete personal greeting	3 — 3 — 1
Delete extended absence greeting	3 — 3 — 2
Delete optional greeting N (1 – 9)	3 — 3 — 3 — N
Set rules for optional greeting N (1 – 9)	3 — 5 — 3 — N
Activate greeting	3 — 5
Set EAG expiry option when activating greeting	3 — 5 — 2 — 7
Set EAG expiry option after playing greeting, if EAG is activated	3 — 0 — 2 — 7
Set EAG expiry option when scanning greeting, if EAG is activated	3 — 2 — 7
Set no EAG expiry	3 — (0 / 5) — 2 — 7 — # — #
Set EAG expiry date	3 — (0 / 5) — 2 — 7 — time — # — mmdd — #
Changing password	
1. From activity menu, press	5 — 4
2. Enter new password, then	#
3. Re-enter new password, then	#
Auto login	
Turn on	5 — 6 – 1
Turn off	5 — 6 – 2
Block messages	
Turn on Always	5 — 7 – 1
Turn off	5 — 7 – 2
Turn On while EAG	5 — 7 – 3
Continue	5 — 7 – #
Transfer after greeting	5 — 7 – # — 1
Disconnect after greeting	5 — 7 – # — 2
Complete setup	5 — 7 – # — #

Key press input	Key press values
mmdd	The supported values are: • mm is month with a value between 1 to 12. • dd is day with a value between 1 to 31. To enter the current day, press #.
time	Indicates the time. The supported formats are: • 12–h format as hhmmM, where: - hh is hour with a value between 0 to 12. - mm is minute with a value between 0 to 59. - M is meridian with the following values: • A for a.m. and P for p.m for English language. • 1 for a.m. and 2 for p.m for other languages.

Table continues…

Key press input	Key press values
	• 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 #.

Recording a call	Key Press
To record an incoming call as a voice message	
1. To begin recording, press	`audix – rec`
2. To end recording, press	`audix – rec`
User preferences in a Web browser	
As specified by your administrator	

Some of these features may not be available 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.

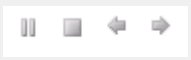
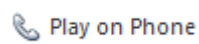
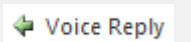
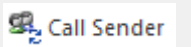
Transferring a call to a Messaging mailbox from a telephone that does not have a Messaging mailbox

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.

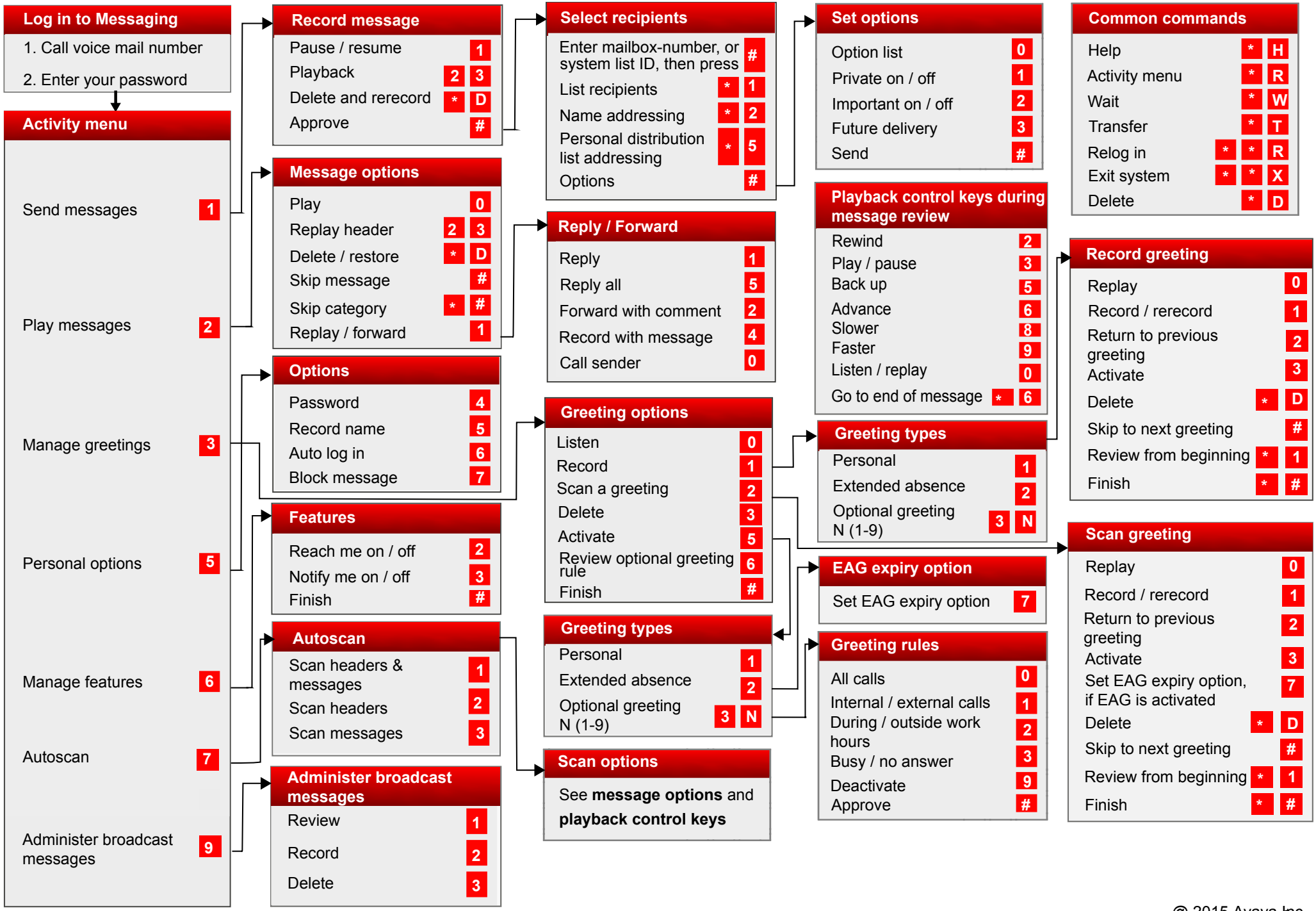
Outlook menu

Button	Description
Play on PC	Plays a voice message on your PC.
	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.
 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.

Note:

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

Navigation menu Audix®



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