Avaya Aura® Messaging R6.1 Quick Reference

AVAYA

PHONE

Playing messages	
Unread messages	1 - 1
Read messages	1 - 2
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Message options	
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Call sender during / after playback	8 - 8
Replying to a message	
1. Reply during / after playback	8
2. Record reply, then press	#
3. Send message	#
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1. 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	
Hints and tips	
Help	0
Cancel / previous menu	*
Bypass a greeting or interrupt a prompt	#

MANAGING USER PREFERENCES

Features	
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Set / change name	4 - 3 - 3
Web user preferences link	
As specified by your administrator	

For user preferences please visit:
https://myaura.cts.wa.gov/user

FOR MORE INFORMATION

http://support.avaya.com

Some of these features may not be available in your organization. For details, contact your administrator.

Navigation Menu (Aura)

AVAYA

LOG IN TO MESSAGING

1. Call voicemail number
2. Enter your password

POWER KEYS use anytime

Skip/Enter	#
Help	0
Cancel	*

MAIN MENU

Play messages	1
Send messages	2
User preferences	4
Restart	5
Exit	*

PLAY MESSAGES

Unread messages	1
Read messages	2
Saved messages	3

PLAYBACK CONTROL during playback

Rewind	1
Rewind to start	1 1
Pause / Resume	2
Fast-forward	3
Fast-forward to end	3 3
Slower playback	4
Slowest playback	4 4
Faster playback	6
Fastest playback	6 6

MESSAGE OPTIONS after playback

Reply	8
Message details	5
Forward (with introduction)	6
Forward (without introduction)	6 1
Forward (remove introductions)	6 6
Delete	7
Replay	4
Call sender	8 8
Save	9

SELECT RECIPIENT after recording a message

- Enter mailbox number
- Spell name or distribution list
- Say name or distribution list

CONFIRM

Hear delivery options	0
Add more recipients	6
Send	#

DELIVERY OPTIONS

Private	1
Important	2
Future delivery	4

SEND MESSAGE

Send	#

USER PREFERENCES

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FEATURES

Notify Me on/off	1
Reach Me on/off	2

ADMINISTRATIVE OPTIONS

Password	1
Date, time playback on/off	4

GREETINGS

Personal greeting	1
Extended absence	2
Name	3

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