LISTENING AND RESPONDING

Reviewing messages:
- New voice messages [1]
- Saved voice messages [1][2]
- New e-mail messages [2]
- Saved e-mail messages [2][2]
- New fax messages [3]
- Saved fax messages [3][2]

PERSONALIZING YOUR MAILBOX

Recording or changing prompts or greetings:
- Accept recording [1]  
- Rerecord [2]  
- Delete prompt or greeting [3]

If prompt or greeting is already recorded:
- Accept recording [1]  
- Rerecord [2]  
- Delete prompt or greeting [3]

Using special features [2]
- To set:
  - Find Me on or off [2] [1]
  - Call Me on or off [2][1]
  - Caller requested Notify Me on or off [4][1]
  - Automatic Notify Me [4][2]
  - Call screening [5]
  - Intercom paging [7]

To review active options [9]

Changing call handling [3]
- Choose:
  - Block all incoming calls [1]
  - Prompt when extension not answered [2]
  - Prompt when extension busy [3]

- Optional greeting 1 [1]
- Optional greeting 2 [2]

To review active options [8]

Setting a default fax number [4]
- Enter the new telephone number [1][1]
- Change [2]

Recording or changing announcements [5]
- Enter the announcement number [1][1]
- Accept recording [1]  
- Rerecord [2]  
- Delete announcement [3]

Managing personal distribution lists [6]
- Create list [1]
- Edit list [2]
- Delete list [3]
- Review active lists [4]

Changing your password [9]
- Enter new password, followed by [1][1]
- Reenter new password, followed by [2][2]

PRINTING A FAX OR E-MAIL

Printing a message after reviewing:
- To print to default fax number [2][1]
- To print to alternate fax number [2][2]
- To print from the fax machine you are using [2][3]
- To send a fax to another recipient [2][4]

Printing messages before reviewing:
- All new fax messages [9][1]
- A list of all messages in inbox [9][2]
- A list of all new messages in inbox [9][3]

Choose:
- To print to default fax number [1]
- To print to alternate fax number [2]
- To print from the fax machine you are using [3]
- To send a fax to another recipient [4]

PRINTING A FAX OR E-MAIL

Printing a message after reviewing:
- To print to default fax number [2][1]
- To print to alternate fax number [2][2]
- To print from the fax machine you are using [2][3]
- To send a fax to another recipient [2][4]

Printing messages before reviewing:
- All new fax messages [9][1]
- A list of all messages in inbox [9][2]
- A list of all new messages in inbox [9][3]

Choose:
- To print to default fax number [1]
- To print to alternate fax number [2]
- To print from the fax machine you are using [3]
- To send a fax to another recipient [4]

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

Forwarding a message:
- At end of message [6]
- To forward message... 
  ...Without comment [1]
  ...With comment [2]
- When finished [3]
- Specify address [4]
- When finished [5]
- After entering all addresses [6][6]
- Send message [7]

Replying to a message:
- At end of message [8][1]
- Reply to sender [2][2]
- Reply to all [2][3]
- Reply to sender with original [2][4]
- Reply to all with original [3][4]
- Record reply [4][4]
- When finished [5][5]

Replying by calling internal caller:
- At end of message [8][8]

PRINTING A FAX OR E-MAIL

Printing a message after reviewing:
- To print to default fax number [2][1]
- To print to alternate fax number [2][2]
- To print from the fax machine you are using [2][3]
- To send a fax to another recipient [2][4]

Printing messages before reviewing:
- All new fax messages [9][1]
- A list of all messages in inbox [9][2]
- A list of all new messages in inbox [9][3]

Choose:
- To print to default fax number [1]
- To print to alternate fax number [2]
- To print from the fax machine you are using [3]
- To send a fax to another recipient [4]

PRINTING A FAX OR E-MAIL

Printing a message after reviewing:
- To print to default fax number [2][1]
- To print to alternate fax number [2][2]
- To print from the fax machine you are using [2][3]
- To send a fax to another recipient [2][4]

Printing messages before reviewing:
- All new fax messages [9][1]
- A list of all messages in inbox [9][2]
- A list of all new messages in inbox [9][3]

Choose:
- To print to default fax number [1]
- To print to alternate fax number [2]
- To print from the fax machine you are using [3]
- To send a fax to another recipient [4]

PRINTING A FAX OR E-MAIL

Printing a message after reviewing:
- To print to default fax number [2][1]
- To print to alternate fax number [2][2]
- To print from the fax machine you are using [2][3]
- To send a fax to another recipient [2][4]

Printing messages before reviewing:
- All new fax messages [9][1]
- A list of all messages in inbox [9][2]
- A list of all new messages in inbox [9][3]

Choose:
- To print to default fax number [1]
- To print to alternate fax number [2]
- To print from the fax machine you are using [3]
- To send a fax to another recipient [4]

PRINTING A FAX OR E-MAIL

Printing a message after reviewing:
- To print to default fax number [2][1]
- To print to alternate fax number [2][2]
- To print from the fax machine you are using [2][3]
- To send a fax to another recipient [2][4]

Printing messages before reviewing:
- All new fax messages [9][1]
- A list of all messages in inbox [9][2]
- A list of all new messages in inbox [9][3]

Choose:
- To print to default fax number [1]
- To print to alternate fax number [2]
- To print from the fax machine you are using [3]
- To send a fax to another recipient [4]

PRINTING A FAX OR E-MAIL

Printing a message after reviewing:
- To print to default fax number [2][1]
- To print to alternate fax number [2][2]
- To print from the fax machine you are using [2][3]
- To send a fax to another recipient [2][4]

Copyright © 2006, Avaya, Inc. All rights reserved. All trademarks identified by ® and ™ are registered trademarks or trademarks respectively of Avaya Inc. All other trademarks are the properties of their respective owners. 

Disclaimer: Avaya is not responsible for any modifications, additions or deletions to the original published version of this documentation unless such modifications, additions or deletions were performed by Avaya. Customer and/or user agree to indemnify and hold harmless Avaya, Avaya's agents, warrantors, and employees against all claims, lawsuits, demands and judgments arising out of, or in connection with, subsequent modifications, additions or deletions to this documentation to the extent made by the customer or end user.

JANUARY, 2006
About this guide

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.

Accessing your mailbox

From your office extension:
1. Call the system access number.
2. Enter your password followed by [#].

From someone else’s office extension or from outside of your office:
1. Call the system access number.
2. Do one of the following:
   - If you are prompted to enter the password for the extension from which you are calling, press [*] [#].
   - If you are prompted to enter the extension of the person you are calling, press [#].
3. Enter your mailbox number.
4. Enter your password followed by [#].

Main Menu

<table>
<thead>
<tr>
<th>MAIN MENU</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>[1]</strong> <strong>REVIEW MESSAGES</strong></td>
</tr>
<tr>
<td><strong>[2]</strong> <strong>SEND MESSAGES</strong></td>
</tr>
<tr>
<td><strong>[3]</strong> <strong>SEARCH FOR SPECIFIC MESSAGES</strong></td>
</tr>
<tr>
<td><strong>[4]</strong> <strong>PERSONAL CONFIGURATION</strong></td>
</tr>
<tr>
<td><strong>[9]</strong> <strong>RESTART SESSION</strong></td>
</tr>
<tr>
<td><strong>[0]</strong> <strong>NUMBER OF MESSAGES</strong></td>
</tr>
<tr>
<td><strong>[*]</strong> <strong>EXIT</strong></td>
</tr>
</tbody>
</table>

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

Locating a message sent by a particular sender:
- If sender is on same system, enter address of sender, then [#]
- To search for external callers, press [1][#] then enter telephone number.
- To use Dial-By-Name, press then spell name and select from list.

Message addressing options
- Enter destination mailbox number, and then press [#]
- To spell recipient’s name using touchtone keys, first press Then:
  - Spell full or partial name
  - Select name from list
- To clear entry, press [*]
- To delete:
  - Last address entered, press [*]
  - The entire message, press [*][#]
- When finished, press [#][#]

Prompts & greetings
- Personal greeting
- Extended Absence greeting
- Optional greeting
- Optional greeting
- Please Hold prompt
- Name prompt

Special feature options
- Enable/Disable caller-requested notification
- Automatic notification options

Call handling options
- Block all incoming calls
- Prompt when ext. not answered
- Prompt when ext. busy
- Review active options
- Return to normal call handling

Personal list options
- Create list
- Edit list
- Delete list
- Browse active lists

Send options
- Send immediately
- Mark (taggle) urgent / low priority
- Mark for future delivery
- Mark as private

Future delivery options
- Set date & time
- Set delay

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