

LISTENING AND RESPONDING [1]

Reviewing messages	
Review:	
• 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]

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	[#]
• Specify address	
• When finished	[#]
• After entering all addresses	[#] [#]
• Send message	[#]

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

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

PRINTING A FAX OR E-MAIL [1]

Printing a message after reviewing	
At the end of the message, choose:	
• 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	
Print:	
• All new fax messages	[8] [1]
• A list of all messages in inbox	[8] [2]
• A list of all new messages in inbox	[8] [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]

PERSONALIZING YOUR MAILBOX [4]

Recording or changing prompts or greetings	[1]
Record prompt or greeting:	
• Personal greeting	[1]
• Extended Absence greeting	[2]
• Optional greeting 1	[3]
• Optional greeting 2	[4]
• Please Hold prompt	[5]
• Name prompt	[6]
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	[3] [1]
• Caller requested notification on or off	[4] [1]
• Automatic notification on or off	[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]
Select:	
• Optional greeting 1	[1]
• Optional greeting 2	[2]
To review active options	[8]
To return to normal call handling	[9]
Setting a default fax number	[4]
Enter the new telephone number	
• Confirm	[1]
• Change	[2]
Recording or changing announcements	[5]
Enter the announcement number	
OR	
If announcement is already recorded:	
• 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]
Setting up Personal Operator	[7]
• Change Personal Operator	[1]
• Change Schedule	[2]

Changing your password	[9]
• Enter new password, followed by	[#]
• Reenter new password, followed by	[#]

RECORDING AND SENDING [2]

Creating a new voice message	
• Record message	
• When finished	[#]
• Enter destination address, followed by	[#]
• After entering all addresses	[#] [#]
• Specify delivery options (see below)	
• Send	[#]

To cancel recording [∗]

To spell name [#]

Delivery options	
• Send immediately	[#]
• Mark as priority/not priority	[2]
• Mark for future delivery	[4]
• Mark as private	[5]

CALL ANSWERING

When answering Find Me, Call Me, or screened calls:	
• To accept a call	[#]
• To reject a call	[1]
• To replay a Find Me or Call Me message	[3]

SHORTCUTS

Bypass welcome greeting	[#]
When reviewing messages, skip:	
• From New to Saved to Deleted	[#] [#]
• To start of message	[1] [1]
• To end of message	[3] [3]

GENERAL TIPS

Pressed the wrong key?	
To cancel or back up, press	[∗]

Go back to Main menu?	
Press [∗] repeatedly until you hear “Main menu...”	

Exiting your mailbox	
Return to the Main menu, and press [∗] again, or hang up.	

Want to hear the menu again?	
While listening to a menu, press	[0]

NOTE: Your system may not support all features. For more information, check with your system administrator.



Aria® Telephone
User Interface for
Avaya Modular Messaging
QUICK REFERENCE GUIDE

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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 [#].

