



Avaya Aura® Messaging 6.3 Audix® Quick Reference

Release 6.3
February 2014

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 | # |

| Phone menu | Key press |
|---|---------------|
| Selecting recipients | |
| 1. Enter recipient, then | # - # |
| 2. Mark private | 1 |
| 3. Mark priority | 2 |
| Future Delivery | 3 |
| Send | # |
| 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 |
| 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 - # |

| Phone menu | Key press |
|---------------------------|---------------|
| Transfer after greeting | 5 - 7 - # - 1 |
| Disconnect after greeting | 5 - 7 - # - 2 |
| Complete setup | 5 - 7 - # - # |

Transferring incoming call to a mailbox

To transfer an incoming call to a mailbox, without the mailbox owner's phone ringing (External phone rings)

1. Press **Transfer > Message**

2. Enter recipient mailbox number.

To transfer an incoming call to an associated mailbox on the system, phone rings in system (Internal phone rings)

1. Press **Transfer > Message > ***

2. Enter recipient mailbox number.

| 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 |

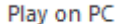





User preferences in a Web browser

As specified by your administrator

* Note:

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

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®

