MANAGING USER PREFERENCES

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- Set away-from-phone greeting 4-3-1-2-1
- Set busy greeting 4-3-1-2-2

Web user preferences link
As specified by your administrator

OUTLOOK

To play a voice message on your PC, click Play on PC. Use the playback control buttons to pause, stop, rewind, and fast-forward when the message is played.

To play a voice message on any phone, click Play on Phone.

To reply to a voice message with a voice recording using any phone, click Voice Reply.

To forward a voice message, with a newly recorded introduction, using any phone, click Voice Forward.

To call the sender from any phone, click Call Sender. When you pick up the phone, the sender is dialed automatically.

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 (Aria)

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 6

PLAY MESSAGES
Unread messages 1
Read messages 2
Saved messages 3

PLAYBACK CONTROL during playback
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Pause / Resume 2
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Skip envelope playback 3
Skipper playback 4
Slowest playback 4
Faster playback 6
Fastest playback 6

MESSAGE OPTIONS after playback
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Message details 5
Forward (with introduction) 6
Forward (without introduction) 6
Forward (remove introductions) 6
Delete 7
Replay 4
Call sender 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
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Send Message
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GREETINGS
Personal greeting 1
Extended absence 2
Name 3

PERSONAL GREETING
Standard system greeting 1
Away from phone 2
Busy greeting 2

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