

PHONE

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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
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3. Say / enter recipient	
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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	
Recording a call	
To record an incoming call as a voice message	
1. To begin recording, press	audix-rec
2. To end recording, press	audix-rec
Hints and tips	
Help	0
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Bypass a greeting or interrupt a prompt	#

MANAGING USER PREFERENCES

Features	
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Web user preferences link	
As specified by your administrator	

Aria

Telephone User Interface for
Avaya Aura Messaging

QUICK REFERENCE GUIDE AAM

Access Telephone Numbers:

On Campus: Extension 19000
Off Campus: (213) 821-9000

User Preferences Web Page:

<https://clv-aam-msg-mss.usc.edu/user>

Transfer to Voicemail Number:

On Campus: Extension 13007
Off Campus: (213) 821-3007

Email address:

user.name@aam.usc.edu

To reach the Help Desk:

On Campus: Extension 04357
Off Campus: (213) 740-4357

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 *

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

- Features 1
- Administrative options 2
- Greetings 3

FEATURES

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

ADMINISTRATIVE OPTIONS

- Password 1
- Date, time playback on/off 2

GREETINGS

- Personal greeting 1
- Extended absence 2
- Name 3

PERSONAL GREETING

- Standard system greeting 1
- Away from phone 2 1
- Busy greeting 2 2

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