

## PHONE

<b>Playing messages</b>	
Unread messages	1 - 1
Read messages	1 - 2
Saved messages	1 - 3
<b>Playback controls</b>	
Hear message details	5
Message start	1 - 1
Message end	3 - 3
Skip to next message	#
<b>Message options</b>	
Delete message	7
Save message	9
Call sender during / after playback	8 - 8
<b>Replying to a message</b>	
1. Reply during / after playback	8
2. Record reply, then press	#
3. Send message	#
<b>Forwarding with an introduction</b>	
1. Forward after playback	6
2. Record introduction, then press	#
3. Say / enter recipient	
4. Send message	#
<b>Sending a new message</b>	
1. From main menu	2
2. Record message, then press	#
> Hear recording	1
> Delete and re-record	*
3. Say / enter recipient	
4. Send message	#
<b>Selecting recipients</b>	
Say recipient name or distribution list	
Enter a mailbox / personal list number	
To spell recipient name or distribution list	#
Add more recipients	6
<b>Delivery options</b>	
Specify delivery options	0

## PHONE (Continued)

<b>Future delivery</b>	
By date	4 - 1
By week day	4 - 2
<b>Future delivery by date</b>	
Enter day, month, and time	
Specify AM / PM	1 / 2
<b>Transferring to a mailbox</b>	
To transfer an incoming call to a mailbox, without the mailbox owner's phone ringing	
1. Press <b>Transfer &gt; Message &gt; *</b>	
2. Enter recipient mailbox number	
<b>Recording a call</b>	
To record an incoming call as a voice message	
1. To begin recording, press	audix-rec
2. To end recording, press	audix-rec
<b>Hints and tips</b>	
Help	0
Cancel / previous menu	*
Bypass a greeting or interrupt a prompt	#

## MANAGING USER PREFERENCES

<b>Features</b>	
Notify Me on/off	4 - 1 - 1
Reach Me on/off	4 - 1 - 2
<b>Administrative options</b>	
Change password	4 - 2 - 1
Date, time playback on/off	4 - 2 - 4
<b>Greetings</b>	
Personal greeting on/off	4 - 3 - 1
Set extended absence greeting	4 - 3 - 2
Set / change name	4 - 3 - 3
Set away-from-phone greeting	4-3-1-2-1
Set busy greeting	4-3-1-2-2
<b>Web user preferences link</b>	
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-mss-msg.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 05555  
Off Campus: (213) 740-5555

## LOG IN TO MESSAGING

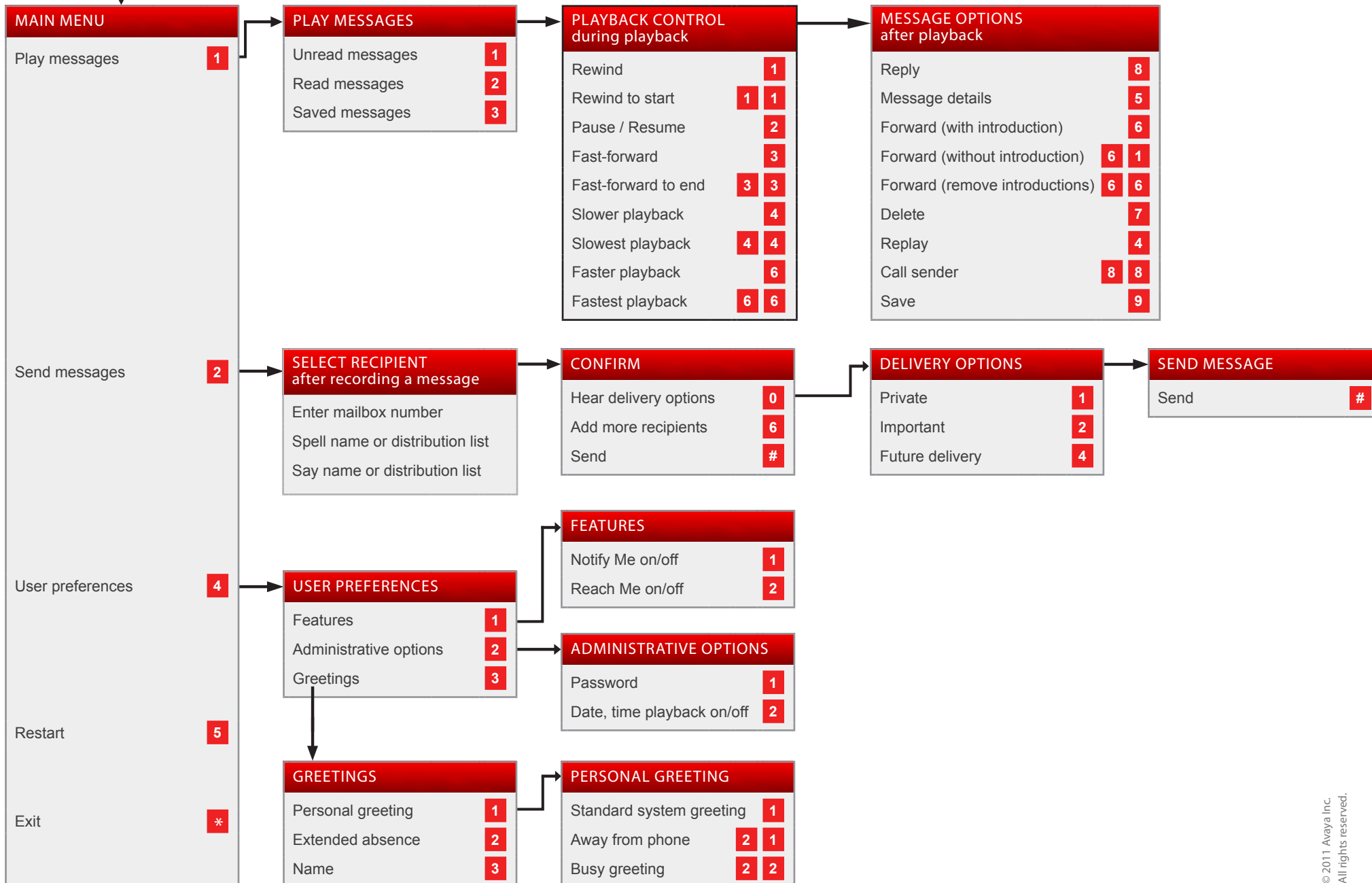
1. Call voicemail number
2. Enter your password

## POWER KEYS use anytime

- |            |   |
|------------|---|
| Skip/Enter | # |
| Help       | 0 |
| Cancel     | * |

# Navigation Menu (Aria)

AVAYA



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