

AVAYA AURA VOICEMAIL MENU

Press the **Message** button on your phone or dial **(301) 738 - 6006** to access remotely.

MAIN MENU

Record / Send Messages

1

Record at the Tone.
When finish press

#

RECORDING OPTIONS

Pause 1
Play back 2 3
Delete & begin again * 3

Get Messages

2

Listen to Message

0

RESPOND OPTIONS

Respond

Call sender 0

Skip to next category * #

Reply by voicemail 1

Replay header 2 3

Forward w/ comment at beginning 2

Skip to next header #

Forward w/ comment at end 3

Hold message in current category * * 4

Record new message 4

Delete * 3

Undelete * * 8

Personal Greetings

3

Listen to greeting

0

Personal Greetings 1

Play or Replay 0

Record greeting

Extended Absence 2

Record or re-record 1

Scan greeting

Alternative Greeting 3

Review Status 2

Delete greeting

1

Create new

Delete * 3

Activate greeting

2

Listen to greeting number and status

Approve / Save #

3

Enter greeting number

5

Initial setting
Change setting

Personal Options

5

Password

4

Enter new password
When finished, press #

Record Name

5

Record Name
When finished, press 1

Autoscan / Autoprint

7

Scan headers & messages

1

Scan headers only

2

Scan messages only

3

GENERAL TIPS

Note sure which key to press?

Listen to help at any time * 4
Go back to previous menu * 7

Want to save time?

Bypass the greeting 1

Play message faster

Play message slower
Play message louder

9

8

4

Play message softer

Skip forward
Skip backwards

7

6

5