



# Avaya Aura® Messaging 6.3 Audix® Quick Reference

Release 6.3  
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## Phone menu

Phone menu	Key press
<b>Playing messages</b>	
1. From activity menu, press	2
2. Listen to message header	
3. Play message	0
<b>Message options</b>	
Skip message	#
Delete / Restore	* - D
Call sender	1 - 0
<b>Replying to a message</b>	
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	#
<b>Sending a new message</b>	
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
<b>Selecting recipients</b>	
1. Enter recipient, then	# - #
2. Mark private	1
3. Mark priority	2
Future Delivery	3
Send	#
<b>Manage greetings</b>	
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
<b>Changing password</b>	
1. From activity menu, press	5 - 4
2. Enter new password, then	#
3. Re-enter new password, then	#
<b>Auto login</b>	
Turn on	5 - 6 - 1
Turn off	5 - 6 - 2
<b>Block messages</b>	
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
<b>To record an incoming call as a voice message</b>	
1. To begin recording, press	audix - rec
2. To end recording, press	audix - rec

## User preferences in a Web browser

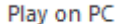





As specified by your administrator

### \* Note:

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

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## 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®

