



Voice Mail Access Number:
x29999 or
910-962-0999

Avaya Aura® Messaging 6.3 Audix® Quick Reference

Phone menu

Phone menu	Key press
Playing messages	
1. From activity menu, press	2
2. Listen to message header	
3. Play message	0
Message options	
Skip message	#
Delete / Restore	* - 0
Call sender	1 - 0
Replying to a message	
Select message	
1. Reply	1
2. Reply by voicemail	1
3. a. Reply with original message attached	9
OR	
3. b. Reply without original message attached	6
4. Record message, then press	#
Sending a new message	
1. From activity menu, press	1
2. Record message	
Pause / continue recording	1
Playback recording	2 - 3
Delete and re-record	* - 0
Approve recording	#

Phone menu	Key press
Selecting recipients	
1. Enter recipient, then	# - #
2. Mark private	1
3. Mark priority	2
Future Delivery	3
Send	#
Manage greetings	
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
Changing password	
1. From activity menu, press	5 - 4
2. Enter new password, then	#
3. Re-enter new password, then	#

Recording a call	Key Press
To record an incoming call as a voice message	
1. To begin recording, press	audio - rec
2. To end recording, press	audio - rec

User preferences in a Web browser
https://mas.uncw.edu/user

User Preferences Web Portal - Administration
Mobile number for Reach Me and Notify Me Features
Incoming Fax Destination Email Account
"O" Out Attendant Destination
Reach Me Features such as Distinguishing Between Internal And External Callers, Call Screening, Reach Me Numbers and Reach Me Schedule
Notify Me Features such as Outcalling or Text Message when a new voice message arrives, email notification settings and whether to include the voice message in email notification
Message playback order and speed
Interface for recording and managing voice mail greetings
Set business hours schedule for activation of different greetings

Note:

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

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Robert E. Lee



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