Voice messaging gives you the ability to communicate effectively with one person or many from any touchtone telephone 24 hours a day. The faster you become familiar with Avaya Modular Messaging, the sooner you can put it to work for you.

This quick reference guide provides step-by-step instructions on how to perform important tasks when using the Modular Messaging system through the Aria™ telephone user interface (TUI). For additional information, consult the Modular Messaging TUI guide.

Note: Depending on the way your system is set up, some features in this guide may not be available.

### MAIN MENU

#### VOICE MESSAGES
- New messages [1]
- Saved messages [1][2]
- Deleted messages [1][2][3]

#### E-MAIL MESSAGES
- New messages [2]
- Saved messages [2][2]
- Deleted messages [2][3]

#### FAX MESSAGES
- New messages [3]
- Saved messages [3][2]
- Deleted messages [3][3]

#### PRINT MESSAGES
- Print messages [8]

#### END OF MESSAGE OPTIONS
- Print [2]
- Replay [4]
- Envelope information [5]
- List all recipients [5][5]
- Forward message... without comment [6][1]
- With comment [6][2]
- Erase [7]
- Reply [8]
- Save [9]
- Skip [#]

#### PRINT OPTIONS
- Print new fax messages [3]
- Print inbox listing [2]
- Print new message listing [3]

#### SEND MESSAGES
- To record the message:
  - At prompt, record message.
  - To reply message, press [1]
  - To pause message, press [2]
  - When finished, press [#]

#### SEARCH FOR SPECIFIC MESSAGES
- Locating a message sent by a particular sender:
  - If sender is on same system, enter extension and press [9].
  - To search for external callers, press [1] and then tell telephone number.
  - To use Dial-By-Name, press [9]. Then “spell” name and select from list.

#### PERSONAL CONFIGURATION
- Greetings menu [1]
- Special Features menu [2]
- Change call handling [3]
- Default fax destination [4]
- Record announcements [5]
- Manage personal lists [6]
- Change password [9]

#### PERSONAL LIST OPTIONS
- Create list [1]
- Edit list [2]
- Delete list [3]
- Browse active lists [4]

#### SEND OPTIONS
- Send immediately [9]
- Mark (toggel) urgent / low priority [2]
- Mark for future delivery [4]
- Mark as private [5]

#### AUTOMATIC NOTIFICATION OPTIONS
- Disable automatic notification [2]
- Notify for urgent calls only [3]

#### INTERCOM PAGING OPTIONS
- Turn off paging [1]
- Turn on paging [2]
- Turn on automatic paging [3]

#### PERSONAL OPTIONS
- Enable/Disable caller-requested notification [1]
- Automatic notification options [2]

### ENTERING THE SYSTEM

From your office extension:
- Call the system access number.
- Enter your password followed by [#].

From someone else’s office extension or from outside your organization:
- Call the system access number.
- Do one of the following:
  - If the extension has an associated Modular Messaging mailbox, press [*][9].
  - If the extension does not have an associated Modular Messaging mailbox, press [#].
- Enter your mailbox number.
- Enter your password followed by [#].

* Changes to next language only if your system supports multiple languages.

### OPTIONS
- Set date & time [1]
- Set day [2]
- Set time [3]
- Set day/night [4]
- Turn off paging [5]
- Turn on paging [6]
- Turn off automatic paging [7]
- Turn on automatic paging [8]
- Turn off call answering [9]
- Turn on call answering [10]
- Turn off call waiting [11]
- Turn on call waiting [12]
- Turn off call screening [13]
- Turn on call screening [14]
- Block all incoming calls [15]
- Accept recording [16]
- Accept [17]