



Avaya Aura® Messaging 6.3 Audix® Quick Reference

Release 6.3
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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	* - D
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	* - D
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	#
Auto login	
Turn on	5 - 6 - 1
Turn off	5 - 6 - 2
Block messages	
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
To record an incoming call as a voice message		
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.

Navigation menu Audix®

