

AURA MESSAGING SHORTCUTS FOR THE STATE OF NORTH CAROLINA

<h2 style="margin: 0;">FIRST TIME LOGIN</h2>	<ol style="list-style-type: none"> 1. Dial the voice mail Access Number 807-6245. 2. Enter your temporary password 121212 followed by [#]. <ul style="list-style-type: none"> ◆ <i>The First Time Login Tutorial plays. Follow the prompts to set up your mailbox.</i> <p>Working Through the Tutorial, Complete the Following Steps:</p> <ol style="list-style-type: none"> 1. Enter a new 6 digit password followed by [#]. <ul style="list-style-type: none"> ◆ <i>Simple passwords, such as 12345 or 11111, pose a danger to the system from hackers.</i> 2. Record your name. <ul style="list-style-type: none"> ◆ <i>Example: "Sarah Jones."</i> 3. Record your personal greeting. <ul style="list-style-type: none"> ◆ <i>Example: "Hello, this is Sarah Jones. I am currently out of the office or unavailable to take your call. Please leave a message after the tone, and I will return your call as soon as possible. Thank you."</i> 		
<h2 style="margin: 0;">LOGGING IN TO YOUR MAILBOX</h2>	<p>To Access from Your Phone</p> <ol style="list-style-type: none"> 1. Dial the voice mail Access Number 807-6245. 2. Enter your password, followed by [#]. <p>To Access Your Mailbox from an Off Site Location</p> <ol style="list-style-type: none"> 1. Dial the voice mail Access Number (919) 807-6245. 2. Press [#]. 3. Enter your mailbox number. 4. Enter your password, followed by [#]. 		
<h2 style="margin: 0;">REVIEW MESSAGES</h2>	<p>To Review Messages</p> <ol style="list-style-type: none"> 1. Login to your mailbox. 2. Press [1][1] to listen to new voice messages. <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>While listening, options are:</p> <ul style="list-style-type: none"> [1] Rewind to Start [1][1] Rewind to Start [2] Pause/Resume Playback [3] Forward Message [3][3] Forward to End [4] Slower Playback Speed [4][4] Slowest Play Back Speed [6] Faster Playback Speed [6][6] Fastest Playback Speed [5] Message Details (Date/Time/Etc.) </td> <td style="vertical-align: top; width: 50%;"> <p>After listening, options are:</p> <ul style="list-style-type: none"> [4] Replay [5] Message Details (Date/Time/Sender) [6] Forward Msg. (With Introduction) [6][1] Forward Msg. (Without Introduction) [6][6] Forward (Remove Previous Introduction) [7] Delete Message [8] Reply [8][8] Call Sender (Internal or External) [9] Save Message </td> </tr> </table>	<p>While listening, options are:</p> <ul style="list-style-type: none"> [1] Rewind to Start [1][1] Rewind to Start [2] Pause/Resume Playback [3] Forward Message [3][3] Forward to End [4] Slower Playback Speed [4][4] Slowest Play Back Speed [6] Faster Playback Speed [6][6] Fastest Playback Speed [5] Message Details (Date/Time/Etc.) 	<p>After listening, options are:</p> <ul style="list-style-type: none"> [4] Replay [5] Message Details (Date/Time/Sender) [6] Forward Msg. (With Introduction) [6][1] Forward Msg. (Without Introduction) [6][6] Forward (Remove Previous Introduction) [7] Delete Message [8] Reply [8][8] Call Sender (Internal or External) [9] Save Message
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PERSONAL GREETINGS	<ol style="list-style-type: none"> 1. Login to your mailbox. 2. Press [4] to access User Preferences. 3. Press [3] for Greetings. 4. Choose a Greeting Type: <ul style="list-style-type: none"> ◆ Press [1] for Personal Greeting. <ul style="list-style-type: none"> • [1] Standard System Greeting • [2][1] Away from Phone Greeting • [2][2] Busy Greeting ◆ Press [2] for Extended Absence Greeting. <ul style="list-style-type: none"> • <i>Extended Absence Greetings override all other greetings when active.</i> ◆ Press [3] to Record Your Name.
SENDING A MESSAGE	<ol style="list-style-type: none"> 1. Press [2] and at the prompt, record your message. 2. Press [#] when finished recording. 3. Address the message by doing one of the following: <ul style="list-style-type: none"> ◆ <i>Enter a mailbox number or a personal list number.</i> ◆ <i>To spell the name of a recipient or distribution list, press [#].</i> 4. After addressing the message, you may enter one of the following options. <ul style="list-style-type: none"> ◆ <i>Press [0] for delivery options (private, important or future delivery).</i> ◆ <i>Press [6] to add additional recipients.</i> 5. Press [#] to send the message.
SHORTCUTS	<ul style="list-style-type: none"> ◆ Press [*] to cancel or skip back. ◆ Press [0] to get help at anytime during a voice mail session. ◆ Press [#] to skip something or to use as the enter command. ◆ Press [3][3][7] to delete during message playback. ◆ Press [3][3][9] to save a message during message playback. ◆ Press [4][3][1] to re-record your personal greeting. ◆ Press [4][3][2] to record your extended absence greeting. ◆ Press [4][3][3] to manage your name recording.

Avaya Aura Messaging 6.0 Online User Guide - <http://support.avaya.com/Libraries/Msg/60/user/en-US/>