



Voice Mail Access Number:  
x29999 or  
910-962-9999

## Avaya Aura® Messaging 6.3 Audix® Quick Reference

### Phone menu

Phone menu	Key press
<b>Playing messages</b>	
1. From activity menu, press	
2. Listen to message header	
3. Play message	0
<b>Message options</b>	
Skip message	#
Delete / Resync	* - 0
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	9
OR	
3. b. Reply without original message attached	6
4. Record message, then press	0
<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	* - 0
Approve recording	0

Phone menu	Key press
<b>Selecting recipients</b>	
1. Enter recipient, then	0 - #
2. Mark private	1
3. Mark priority	2
Future Delivery	3
Send	0
<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 - 0
Record personal greeting	3 - 1 - 1
Record extended absence greeting	3 - 1 - 2
Record optional greeting N (1-9)	3 - 1 - 3 - 0
Delete personal greeting	3 - 3 - 1
Delete extended absence greeting	3 - 3 - 2
Delete optional greeting N (1 - 9)	3 - 3 - 3 - 0
Set rules for optional greeting N (1 - 9)	3 - 5 - 3 - 0
Activate greeting	3 - 5
<b>Changing password</b>	
1. From activity menu, press	5 - 4
2. Enter new password, then	0
3. Re-enter new password, then	0

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	
<a href="https://imms.uncw.edu/user">https://imms.uncw.edu/user</a>	
<b>User Preferences Web Portal - Administration</b>	
Mobile number for Reach Me and Notify Me Features	
Incoming Fax Destination Email Account	
"0" 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 Outgoing 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.

# Audix Quick Reference Guide

**Robert E. Lee**

## **Audix Quick Reference Guide:**

*The AT&T Documentation Guide*, 1993-06 Catalog of the most often requested AT T documents      *Telephone Directory*  
United States Department of State, 2001      [Fast Guide to Cubase 4](#) Simon Millward, 2007 A guide to the music production  
software covers such topics as recording editing arranging slicing and looping MIDI editing and mixing and mastering

[The ISDN Consultant](#) Robert E. Lee, 1997 ISDN will solve the problems every telecommuter small business and home  
office user faces today too many expensive phone lines not enough speed and access to information With a single ISDN line  
from the phone company you can fax phone surf the net videoconference at ten times the speed of one normal phone line The  
CD ROM includes the complete book text in searchable Adobe Acrobat format plus the 500 page North American ISDN Users  
Forum Application Catalog      **Electronic Musician**, 1999      [Wireless World](#), 1969      *The Wireless World*, 1978      **CIT**

**News**, 1990-07      *Successful Catalogs* Steve Warsaw, 1989      **Electronics Now**, 1996      *Multimedia and Learning* Anne  
W. Ward, 1994      **Multimedia World**, 1996      [Audio](#), 1992      [Science Citation Index](#), 1994 Vols for 1964 have guides and  
journal lists      *R.E.P.*, 1991 The pro audio applications magazine      *Audio Information Exchange (AUDIX) User's Manual*  
American Telephone and Telegraph Company, 1985      **Quattro Pro** Borland International, 1989      [Quattro Pro, Version 3.0](#)

, 1991      [Amazon Alexa](#) Steve Wright, 2017-10-21 Don t Spend HOURS trying to figure out ALEXA Commands Go from  
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