

PHONE

Playing messages	
Unread messages	1 - 1
Read messages	1 - 2
Saved messages	1 - 3
Playback controls	
Hear message details	5
Message start	1 - 1
Message end	3 - 3
Skip envelope information	3 - 4
Skip to next message	#
Message options	
Delete message	7
Save message	9
Call sender during / after playback	8 - 8
Replying to a message	
1. Reply during / after playback	8
2. Record reply, then press	#
3. Send message	#
Forwarding with an introduction	
1. Forward after playback	6
2. Record introduction, then press	#
3. Say / enter recipient	
4. Send message	#
Sending a new message	
1. From main menu	2
2. Record message, then press	#
> Hear recording	1
> Delete and re-record	*
3. Say / enter recipient	
4. Send message	#
Selecting recipients	
Say recipient name or distribution list	
Enter a mailbox / personal list number	
To spell recipient name or distribution list	#
Add more recipients	6
Delivery options	
Specify delivery options	0

PHONE (Continued)

Future delivery	
By date	4 - 1
By week day	4 - 2
Future delivery by date	
Enter day, month, and time	
Specify AM / PM	1 / 2
Transferring to a mailbox	
To transfer an incoming call to a mailbox, without the mailbox owner's phone ringing	
1. Press Transfer > Message > *	
2. Enter recipient mailbox number	
Recording a call	
To record an incoming call as a voice message	
1. To begin recording, press	audix-rec
2. To end recording, press	audix-rec
Hints and tips	
Help	0
Cancel / previous menu	*
Bypass a greeting or interrupt a prompt	#

MANAGING USER PREFERENCES

Features	
Notify Me on/off	4 - 1 - 1
Reach Me on/off	4 - 1 - 2
Administrative options	
Change password	4 - 2 - 1
Date, time playback on/off	4 - 2 - 4
Greetings	
Change personal greeting	4 - 3 - 1
Set extended absence greeting	4 - 3 - 2
Set / change name	4 - 3 - 3
Set away-from-phone greeting	4-3-1-2-1
Set busy greeting	4-3-1-2-2
Web user preferences link	
As specified by your administrator	

OUTLOOK



To play a voice message on your PC, click Play on PC. Use the playback control buttons to pause, stop, rewind, and fast-forward when the message is played.



To play a voice message on any phone, click Play on Phone.



To reply to a voice message with a voice recording using any phone, click Voice Reply.



To forward a voice message, with a newly recorded introduction, using any phone, click Voice Forward.

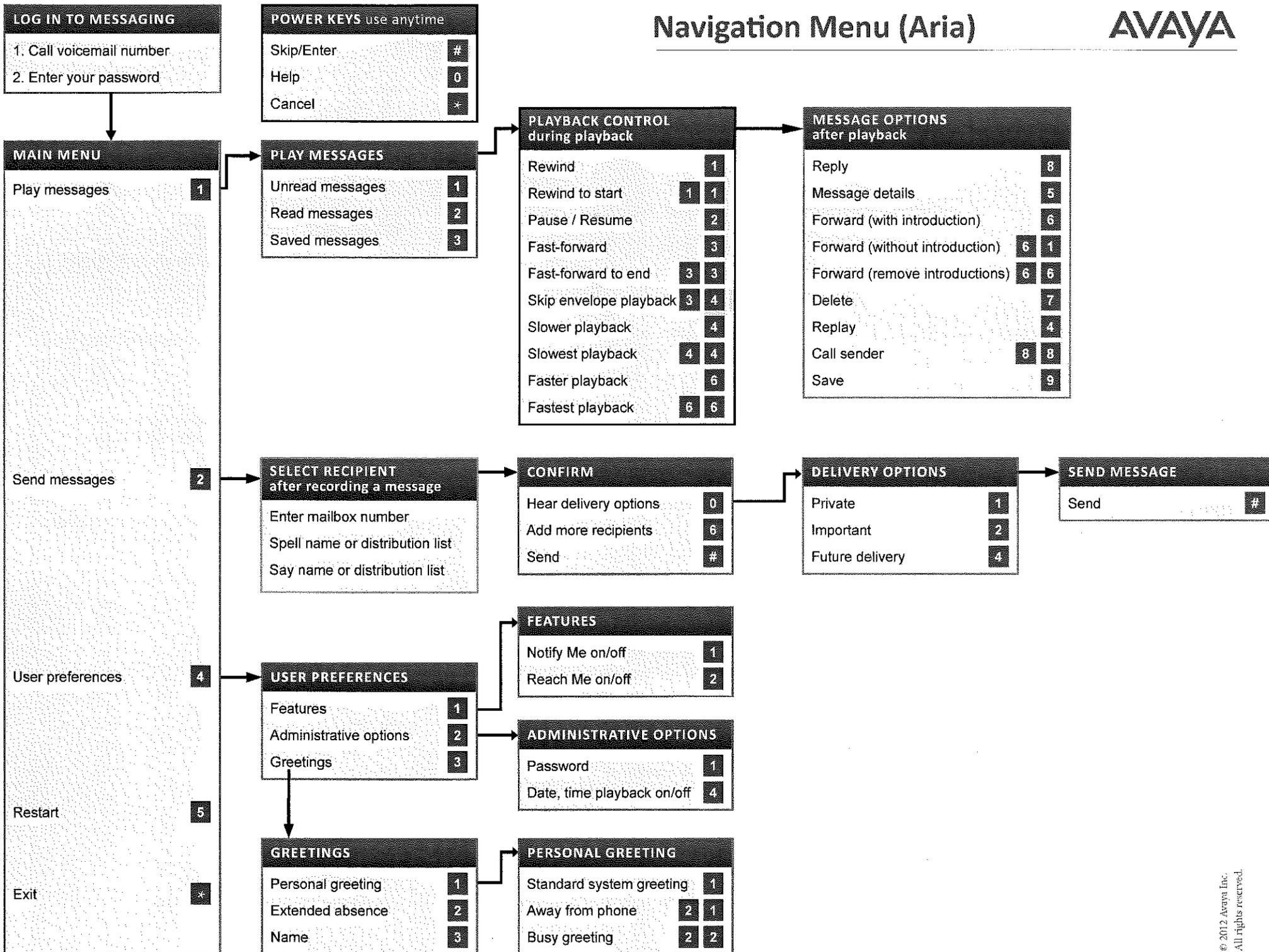


To call the sender from any phone, click Call Sender. When you pick up the phone, the sender is dialed automatically.

FOR MORE INFORMATION

<http://support.avaya.com>

Navigation Menu (Aria)



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

To get voice mail from outside of 410 Complex – External Voice Mail – 860-856-4800

Enter your 11 digit phone number 1-860-418-6764

Voice mail initial password = 2014

Making calls dial 9, 1 area code and number (system strips out 1 if not needed)

RED LIGHT next to your primary line means your phone is active, green light means you are on the line.

HISTORY button lit means you have missed calls.

SEND ALL soft button will send all calls straight to voice mail, puts a check next to it.

Hit button again to turn it off

DROP soft button will disconnect call and get new dial tone.

When phone gets a call these soft keys become available:

Answer Phone, **To Voice Mail**, **Ignore** (just turns off ringer)

Phone shows 3 lines with your number:

Have one call going already on line 1.

Say 2nd call comes in, press the line button of 2nd call coming in, this automatically puts 1st call on hold.

You can have 2 active calls, if 3rd call comes in it will go to voice mail.

Your 3rd line is available for you to make calls.

CONF soft key will allow up to 6 caller conference call

Hit **CONF** soft key, dial next person, when they answer hit **JOIN** soft key to add more people now hit

ADD soft key, dial next person, they answer hit **JOIN** soft key.

You cannot transfer a conference call.

If you want to PAIR your contacts (info you manually put in shows on screen when call)

Hit Menu, Options & Settings, Call Settings, scroll down to Pair Contacts and turn on.

AVAYA 9611G

INSTRUCTIONS TO PROGRAM A "SD" SPEED DIAL KEY

To Store a Number on a SD key:

1. Press the right arrow key ► on the navigation wheel to access the features list.
2. Navigate by pressing the down or up arrow ▼ until "Abr Program" is displayed.
3. Press the button next to "Abr Program". (Note, Abr Program will highlight in yellow and the light will turn green)
4. Use the "arrow" keys to navigate to a vacant "SD" key if they're not visible in the display.
5. Press the button next to the "SD" button you wish to program. (Note, the light will turn green).
6. Enter the external phone number OR the 4 digit internal extension number you want to store. (Note, if it's an external number you must include 9 + number).
7. Press the # key to Save. (Note, you will hear a double beep confirming the change).

To Re-label a SD key:

1. Press the HOME/MENU key
2. Select *Options & Settings* by pressing the OK key
3. Navigate to *Application Settings* and press OK to select
4. Navigate to *Personalize Labels* and press OK to select
5. Press the right arrow key ► on the navigation wheel to access the features list
6. Navigate until you see the SD keys and press the SD button you want to label
7. Edit the label by using the keypad (Note: if you make a mistake, press the "Bksp" softkey to erase text. Press the More softkey for additional options.
8. When finished press "Save" softkey or OK

NOTE: You may revert back to the default button labels by selecting *Home>Application Settings>Restore Default Button Labels* and pressing **Change** and then **Default**.