



# Avaya Aura® Messaging CallPilot® Quick Reference

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## Phone menu

Phone Menu	Key press
<b>Message list</b>	
Play	2
Speed up	2 - 3
Slow down	2 - 1
Previous message	4
Administer broadcast message	5
Next message	6
Message commands	7
Mailbox commands	8
Attendant / Thru dial	0
Stop playback / Cancel	#
Help	*
<b>Current message playback</b>	
Skip back	1
Skip forward	3
Call sender	9
<b>Login announcements</b>	
Review	5 - 1
Record	5 - 2
Delete	5 - 3
<b>Messages command menu</b>	
Reply	7 - 1

Phone Menu	Key press
Play envelope	7 - 2
Forward	7 - 3
Reply all	7 - 4
Compose	7 - 5
Delete / Restore	7 - 6
Send	7 - 9
Message options	7 - 0
<b>Message options</b>	
Urgent on / Off	7 - 0 - 1
Private on / Off	7 - 0 - 4
Timed delivery	7 - 0 - 6
<b>Mailbox commands</b>	
Login	8 - 1
Greetings	8 - 2
Disconnect	8 - 3
Password change	8 - 4
Go to message	8 - 6
Mailbox options	8 - 0
<b>Greetings</b>	
Personal	8 - 2 - 1
Optional	8 - 2 - 2
Extended absence greeting	8 - 2 - 3
Review optional greetings rules (if have recorded and activated optional greetings)	8 - 2 - 6
Personal verification	8 - 2 - 9
<b>Personal greetings</b>	
Review	8 - 2 - 1 - 2
Record / Rerecord	8 - 2 - 1 - 5
Delete	8 - 2 - 1 - 7 - 6
Exit	8 - 2 - 1 - 4
<b>Optional greetings</b>	
Review	8 - 2 - 2 - (1to9) - 2

Phone Menu	Key press
Record / Rerecord	8 - 2 - 2 - (1to9) - 5
Delete	8 - 2 - 2 - (1to9) - 7 - 6
Set up OG rules	8 - 2 - 2 - (1to9) - 9
Exit	8 - 2 - 2 - (1to9) - 4
<b>Extended absence greeting</b>	
Review	8 - 2 - 3 - 2
Record / Rerecord	8 - 2 - 3 - 5
Delete	8 - 2 - 3 - 7 - 6
Set EAG expiry option	8 - 2 - 3 - 9
Exit	8 - 2 - 3 - 4
<b>EAG expiry option</b>	
Set no EAG expiry	8 - 2 - 3 - 9 - # - # - #
Set EAG expiry date	8 - 2 - 3 - 9 - mm - # - dd - # - time - #

Key press input	Key press values
mm	Indicates the month. Supported values are 1 to 12 or #. # indicates the current month.
dd	Indicates the day. Supported values are 1 to 31 or #. # indicates the current day.
time	Indicates the time. Supported formats are: <ul style="list-style-type: none"> <li>• 12-h format as hhmm — M, where: <ul style="list-style-type: none"> <li>- hh is hour with a value between 0 to 12.</li> <li>- mm is minute with a value between 0 to 59.</li> <li>- M is meridian with the value 1 for a.m. and 2 for p.m.</li> </ul> </li> </ul>

Table continues...

Key press input	Key press values
	<ul style="list-style-type: none"> <li>• 24-h format as hhmm, where: <ul style="list-style-type: none"> <li>- hh is hour with a value between 0 to 23.</li> <li>- mm is minute with a value between 0 to 59.</li> </ul> </li> </ul> <p>To enter 1 minute after midnight, press #.</p>

Personal verification	
Review / Play	8 - 2 - 9 - 2
Record / Rerecord	8 - 2 - 9 - 5
Exit	8 - 2 - 9 - 4
Mailbox options	
Auto login on / Off	8 - 0 - 4
Block messages	8 - 0 - 7
Auto login	
Turn on	8 - 0 - 4 - 1
Turn off	8 - 0 - 4 - 2
Block messages	
Turn on always	8 - 0 - 7 - 1
Turn off	8 - 0 - 7 - 2
Turn on with EAG	8 - 0 - 7 - 3
Cancel	8 - 0 - 7 - #
Transfer after greeting	8 - 0 - 7 - (1 / 3) - 1
Disconnect after greeting	8 - 0 - 7 - (1 / 3) - 2
Complete set up	8 - 0 - 7 - (1 / 3) - #

Some features might be unavailable in your organization. For details, contact your administrator.

## Active call transfer to a Messaging mailbox

### Transferring a call to a Messaging mailbox from a telephone that has a Messaging mailbox

The steps to transfer a call varies with the telephone system you use.

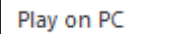

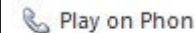
1. During an active call, press **TRANSFER** or dial the keys or codes to transfer the call.
2. Enter your Messaging access number or press a pre-configured or a speed-dial button that automatically dials your Messaging access number.  
Messaging access number is your pilot number.
3. When the system answers, press star (\*).
4. Enter the recipient's mailbox number.
5. To complete the transfer, press **TRANSFER** or hang-up.

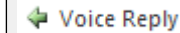
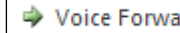
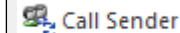
### Transferring a call to a Messaging mailbox from a telephone that does not have a Messaging mailbox

The steps to transfer a call varies with the telephone system you use.

1. During an active call, press **TRANSFER** or dial the keys or codes to transfer the call.
2. Enter your Messaging access number or press a pre-configured or a speed-dial button that automatically dials your Messaging access number.  
Messaging access number is your pilot number.
3. Enter the recipient's mailbox number.
4. To complete the transfer, press **TRANSFER** or hang-up.

## Outlook menu

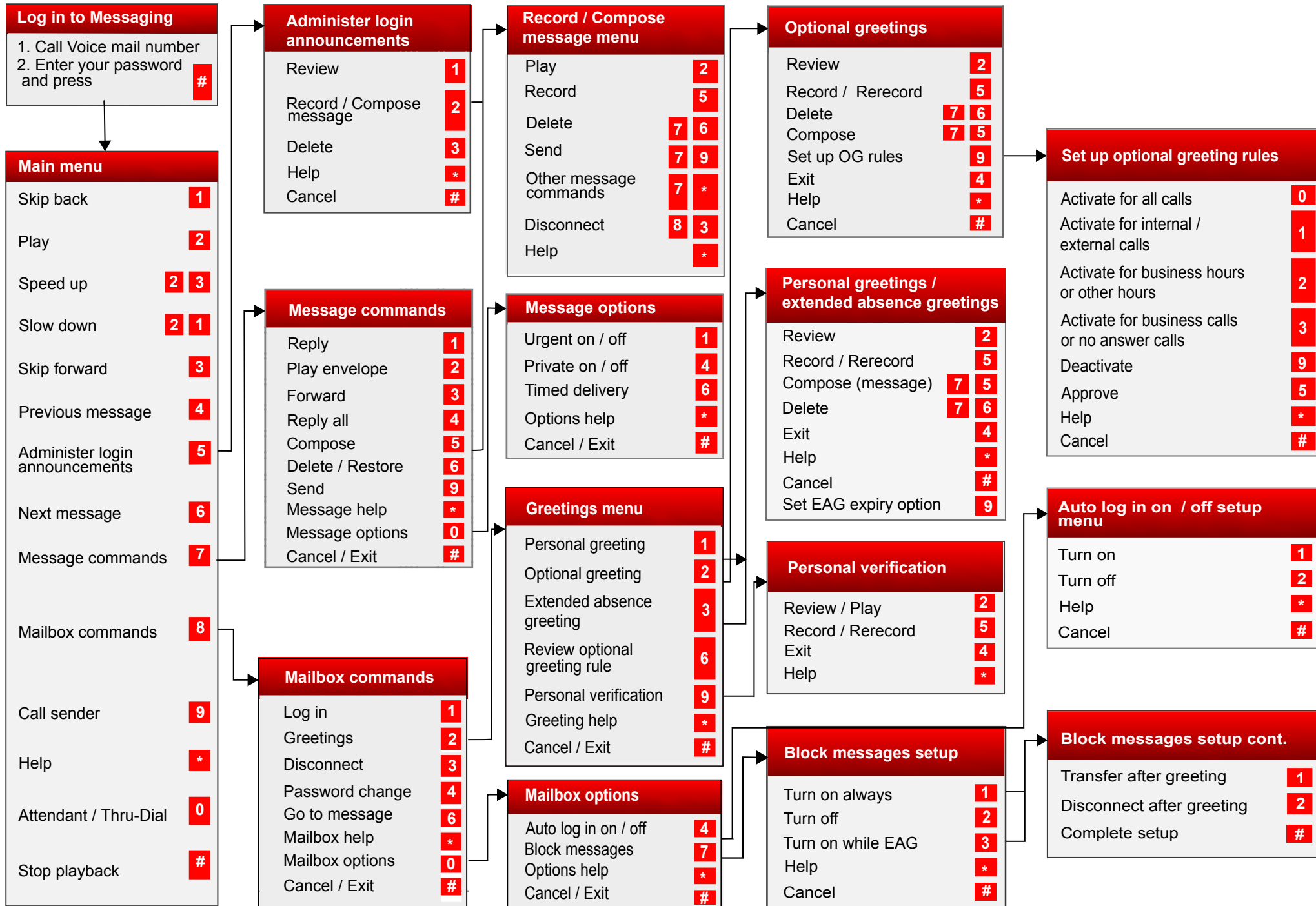
Button	Description
 Play on PC	Plays a voice message on your PC.
	Pauses, stops, rewinds, and fast-forwards when the TUI plays the message.
 Play on Phone	Plays a voice message on your deskphone or any other phone.

Button	Description
 Voice Reply	Replies to a voice message with a voice recording using any phone.
 Voice Forward	Forwards an existing voice message.
 Call Sender	Calls the message sender from a phone. When you pick up the phone, the TUI dials the sender.
User Preferences	Opens the User Preferences webpage.

#### \* Note:

For more information, visit <http://support.avaya.com/>

# Navigation menu CallPilot®



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

# Customized navigation menu CallPilot®

