

## Aura Messaging User Guide

### OPTION 4-USER PREFERENCES

Press 2 for Administrative Options

Press 3 for Greetings

#### **2- Administrative Options:**

Change password or turn off time/date stamp.

Press 1 for Password

Press 4 Time/Date Stamp On or Off

#### **3- Greetings**

Record a greeting here. You have the option of using your Recorded Name, Personal Greeting or Extended Absence Greeting.

Press 1 for a Personal Greeting

Press 1 for Standard System Greeting

Press 2 1 for Away from Phone Greeting

Press 2 2 for Busy Greeting

Press 2 for Extended Absence Greeting

Press 3 for Recorded Name Greeting

### OPTION 5-RESTART

Should you get lost in the Voicemail system or just wish to start over, press 5.

### OPTION \* -EXIT

Press \* to Exit the Voicemail system.

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### QUICK HINTS

Go where you need to go without having to listen to all of the prompts.

From the Main Menu.....

To Bypass a Greeting

Press #

To Listen to New Messages

Press 1 1

To Record Extended Absence Greeting

Press 4 3 2

To Re-Record a Name

Press 4 3 3

To Record a Personal Greeting

Press 4 3 1 1

To Record a Busy Greeting

Press 4 3 1 2 2

To Record an Away Greeting

Press 4 3 1 2 1

To Change your Password

Press 4 2 1

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## Setting Up A Voicemail Box

Initial Set-Up From Your Own Desk

1) Press the **Message/Voicemail** button or Dial **5027822872**

2) Enter default password: **5551234567**

3) Follow prompts to:

#### A. Set your new password

Passwords must contain

**10 to 15** digits.

You will be prompted to enter it twice to confirm the password.

#### > Passwords cannot:

Start with a zero (0)

Be consecutive numbers  
(i.e. 123456 or 654321)

Be your extension number

#### B. Record your name/greeting

You will be prompted to record your name and a personal greeting which callers will hear when they reach your voicemail.

**This Completes the Mailbox  
Set-Up!**

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## RETRIEVING YOUR MESSAGES

### From Your Own Desk

Press <MESSAGE> and enter password (#).

### From a Co-Workers Desk

Press <MESSAGE> .

Press <#> when the system answers.

Enter your extension number

Enter your password (#).

### From Outside The Office

Dial **502-782-2872**

Press <#> when the system answers.

Enter your extension number

Enter your password (#)

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## MAIN MENU

- |                    |           |
|--------------------|-----------|
| 1- Review Messages | 5-Restart |
| 2-Send Messages    | 0-Help    |
| 4-User Preferences | *-Exit    |

## OPTION 1- REVIEW MESSAGES

**Press 1** for Unread Messages

**Press 2** for Read Messages

**Press 3** for Saved Messages

## WHILE LISTENING TO MESSAGES

**Press 1** to Rewind Message

**Press 2** to Pause/Resume message

**Press 3** to Fast Forward a Message

**Press 4** to Slow Down a Message

**Press 6** to Speed Up a Message

## WHEN MESSAGE IS OVER YOU MAY

**Press 4** to Replay Message

**Press 5** for Envelope Information

**Press 6 1** for Forward w/Introduction

**Press 6 6** for Forward & Remove  
Previous Introductions

**Press 7** to Delete

**Press 8** to Reply

**Press 8 8** to Call Sender

**Press 9** to Save Message

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## QUICK HINTS

**Press 3 3 7** to Quick Delete a Message

**Press 3 3 9** to Quick Save a Message

**Press 3 3** to Reach the End of a Message

**Press 1 1** to Rewind Message to Beginning

**Press 0** for Help

**Press \*** to Cancel and Back Up One

**Press #** to Skip to the Next Message

## OPTION 2-SEND MESSAGE

**Press 2** to Send a Message to another mailbox. You will prompted to record your message. After recording your message enter the mailbox destination or list name and.....

**Press 6** to add more recipients

**Press #** to send the message

**Press 0** to hear delivery options,  
which are.....

**(1) Private**-Can't be forwarded to another mailbox.

**(2) Important**-Puts your message first in line in that user's mailbox.

**(3) Future delivery**-Record and save a message to be sent up to a year from the day you have recorded the message.