

NAVIGATION LINKS

No matter what page you are viewing, you can use the navigation links to quickly access a feature.

Inbox

The **Inbox** provides a list of all the messages in your mailbox. From this list, you can:

- Click the folder icons on the left to open the folders.
- Click the message column headers (**Type**, **From**, **Received**, **Subject**) to re-sort the messages. To return the message list to the original order, right-click a message attribute, and click **Restore Default Sort Order**.
- Click the message type icon (**Type** listing) of a message to play or view the message.

New MM Message

The **New MM Message** link allows you to create a new Modular Messaging message.

New Email Message

The **New Email Message** link allows you to create a new email message, if your administrator enabled email and you previously administered email access.

Directory

The **Directory** link provides access to the Modular Messaging voice server directory, or, if you previously administered email access, to the email directory. From the directory, you can search for other users and address messages to them.

Options

From the **Options** link, you can make changes to your Web Client settings, including:

- **Audio Options**, which determine your default methods for playing and recording messages.
- **User Preferences**, such as time and date format and message notification.
- **Email Settings**, which allow you to log on to email accounts.
- **Download Player**, which allows you to download the free Avaya Voice Player application for playing and recording voice messages.

The **Web Subscriber Options** link logs you on automatically to Modular Messaging Web Subscriber Options, if your administrator has enabled this link.

Help

See the online Help for more information about using the Web Client features.

MESSAGE FOLDER TYPES

New

The messages that are listed as **New** are messages that have not been heard with the telephone user interface (TUI) and have not been marked as “read” with any other client. If you use only the Web Client to access the message, the message will remain in the **New** folder until you move it to **Saved** or **Deleted**.

Saved

The messages that are listed as **Saved** are messages that might have been heard or saved with the telephone user interface (TUI) or might have been marked as “read” with another client. If you use only the Web Client to access the message, the message will remain in the **Saved** folder until you move it to **Deleted** or back to **New**.

Deleted

The messages that are listed as **Deleted** are messages that might have been deleted with another client. If you use only the Web Client to manage messages, the message will remain in the **Deleted** folder until you right-click on the **Deleted** folder and click **Empty Folder**. If necessary, you can select a message and move it from **Deleted** to **Saved**.

Note: If you access your messages with the telephone user interface (TUI), the system might delete all messages in your **Deleted** folder, depending on system settings. Do not use the **Deleted** folder for messages you want to keep.

Admin

The messages that are listed as **Admin** are messages that indicate delivery failures or other system or server problems. To move a message from **Admin** to **Deleted**, select the message, right-click, and then click **Delete**.

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**WICHITA STATE UNIVERSITY'S
Avaya™ Modular Messaging
Web Client**

**Located at:
[HTTPS://vm.wichita.edu](https://vm.wichita.edu)**

QUICK REFERENCE GUIDE

Overview

Modular Messaging Web Client is a visual interface to your Modular Messaging mailbox. Use this interface to create, send, receive, view, listen to, search for, and organize your messages.

Logging on

1. Type the Web Client address in your Internet Explorer browser, and press **Enter**. The address is <https://vm.wichita.edu>, contact Telecommunications at campus extension 3535 for more information.
2. On the Web Client Logon page, complete the fields:
 - Select the Modular Messaging server name or IP address.
 - Type your mailbox number. This number is often the same as the telephone extension.
 - Type the telephone number that the system will call to play and record voice messages.
 - Type your Modular Messaging password using digits or alphabetic equivalents on the telephone keypad. For languages other than English, use digits only.
 - Select the Web display language for the Web Client pages.
3. Click **Logon** or press **Enter**.

Accessing and managing your messages

1. To view your Modular Messaging messages, click the folders on the left side of the page.
2. To re-sort a message listing, click a message column header.
3. When the messages are displayed, each line of the display describes a message and provides several ways to access the message:
 - To quickly hear a voice message, click the voice icon in the **Type** column.
 - To quickly view a text or fax message, click the text or fax icon in the **Type** column.
 - To display a menu of links to further actions, right-click a folder or message attribute, and then click a link.
 - To view information about and action choices for all components of a message, double-click the sender of that message.

4. You can also use the Inbox to manage your messages:
 - To search for a specific message, right-click a folder or message attribute, and click **Search**.
 - To move a message, click on the sender of a message to select that message, and click and drag the message to a folder. You can also right-click a message attribute, click **Move Selected Messages**, and click a folder.
 - To edit a message subject, click the text in the **Subject** column, type a new subject, and press **Enter**.

Creating, replying to, or forwarding a message

1. To create a new message, click **New MM Message** or **New Email Message**.
OR
To forward or reply to an existing message, view the existing message and click **Reply**, **Reply All**, or **Forward**.
2. On the New Message page, complete the following items, as applicable:
 - **To** (required). Add or remove recipients, using their names, email addresses, personal distribution lists or mailbox numbers. Add any recipients you want to receive a carbon copy (**Cc...**) or blind carbon copy (**Bcc...**) of the message. Press **Enter** after each recipient.
 - **Subject** (optional)
 - **Deliver** (optional). Mark the message as urgent or private (MM messages only), and schedule future delivery.
 - **Attachments** (optional). Add or remove files.
 - **Audio** (optional and for MM messages only). Use the recording controls and your telephone or computer soundcard and microphone.
 - **Text** (optional). Type a text message to be delivered as a text component or email message, depending on the recipient.
3. Click **Send** or the **Send Message** link in the left navigation pane.

Downloading and installing Avaya Voice Player (Not recommended, try local player instead)

If your computer has a soundcard, speakers or a headset, and a microphone, you can use the Avaya Voice Player to listen to and record messages.

1. Click the **Options** navigation link, and click **Download Voice Player** in the left navigation pane.
2. Follow the instructions to download and install the player. See the voice player online Help for usage and troubleshooting information.
3. Once you have successfully installed and tested the voice player, follow the next section, Setting audio options.

Setting audio options

You can set default audio options for recording or playing messages.

1. Click the **Options** navigation link, and click **Audio** in the left navigation pane.
2. Select the **telephone**, **AVP**, or **local player** options, as appropriate. Click **Apply** to save the new options.

Using the audio toggle

You can toggle between telephone recording mode and soundcard recording mode.

1. From the New Message page, choose a toggle option as necessary:
 - To change to soundcard recording mode, click the soundcard icon to the right of the **Audio** message area.
 - To change to telephone recording mode, click the telephone icon to the right of the **Audio** message area.
2. Click **Audio** to toggle between:
 - Avaya Voice Player recording options in soundcard recording mode.
 - The telephone controls and your telephone callback number in telephone mode.

Retrieving email messages from another account

You can use the Modular Messaging Web Client to manage messages from another email account, if your administrator has enabled email. For more information, see the Web Client online Help.