AVAYA MODULAR MESSAGING

GETTING MESSAGES YOU RECEIVED

To access your mailbox from your office

Extension:
1. Dial 7878.
2. Enter your password followed by the pound key [#].
   (Initial default password = 55105)

Note: If you enter either the mailbox number or the password incorrectly, the system restarts the login sequence and prompts you to enter both the mailbox number and the password. It does not indicate which one was entered incorrectly.

To access your mailbox from the office extension of someone else who has a mailbox on the system:

1. Dial 7878.
2. Press the star key [*], followed by the pound key [#].
3. Enter your mailbox number.
4. Enter your password, followed by the pound key [#].
   (Initial default password = 55105)

Note: If you enter either the mailbox number or the password incorrectly, the system restarts the login sequence and prompts you to enter both the mailbox number and the password. It does not indicate which one was entered incorrectly.

To access your mailbox from the extension of someone else who does not have a mailbox on the system from an outside telephone:

2. Press the pound key [#].
3. Enter your mailbox number.
4. Enter your password, followed by the pound key [#].
   (Initial default password = 55105)

Listening to voice:

• From the activity menu [2]
• Listen to voice [0]

NOTE:

• [*][3] = Delete
• [*][*][8] = Undelete
• [#] = Save

Responding to messages (optional):

After listening to your message, press [1] to respond or forward the message. Then select one of the following:

• Call sender (exits mailbox) [0]
• Reply to sender by voice mail [1]
• Forward with comment at beginning [2]
• Record and address a new message [4]
• Reply to all recipients [5]

If you select any key from the above except 0:

• Record and address your message
• When finished [#]
• Specify delivery options
• Send message [#]

RECORDING AND SENDING MESSAGES

Sending voice messages:
1. From the activity menu [1]
2. Record voice message
3. When finished [#]
4. Specify delivery address (see below)
5. When finished [#]
6. Specify delivery options (see below)
7. Send message [#]

Specify delivery address:

For voice user:
• Enter user’s mailbox number, and press [#]

For voice user name addressing:
• Press [*][2], spell user’s name or name of personal list, and press [#]
• For personal list, press [*][5], then list number.
• To cancel address: press [*][3]
• To cancel another address: press [*][1][*][3]
• To list all recipients: press [*][1]

Specify delivery options:
• Make private/not private (toggle) [1]
• Make priority/not priority (toggle) [2]
• Schedule for future delivery [3]

LISTENING TO YOUR MESSAGES

Creating multiple personal greetings:

1. From the activity menu [3]
2. Enter greeting number [1–4]
3. When finished [#]

Creating or changing greetings:

• From the activity menu [3]
• Record greetings [1]
• Enter greeting number [1–4]
• When finished [#]

Deleting greetings:

1. From the activity menu [3]
2. Delete greeting [1]
3. Enter greeting number [1–4]
4. When finished [#]

Assigning greetings to call types:

1. From the activity menu [3]
3. Enter optional greeting number (only if the call type is Busy or No Answer) [1–2]

Select one of the following:
• Use greeting for busy calls [1]
• Use greeting for no-answer calls [2]

4. When finished [#]

ACTIVITY MENU

[1] = Record & Send Message
[3] = Personal Greetings
    [1] = Personal/Standard Greeting
    [2] = Extended Absence/Alternate Greeting
[4] = Password (must be five digits, not 12345, not 11111)
[5] = Record name

GENERAL TIPS

Not sure which key to press?
• Listen to Help at any time [*][4]
• Go back to activity menu [*][9]

Want to save time?
• Bypass greeting when recording [1]
• Bypass header when listening [0]

Want to adjust the way your messages are played?
• Faster [9]
• Slower [8]
• Louder [4]
• Softer [7]
• Skip forward [6]
• Skip backward [5]

Other options:
• Skip message but save as new [*][*][4]
• Save message as ‘Saved Message’ and skip [#]
• Delete message [*][3]
• Transfer to another mailbox [*][8]
• Make system wait [*][9]
• Access names or numbers directory [*][*][6]
• Disconnect [*][*][9]

1234567890