

# 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:

1. Dial 651-690-7878.
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 to 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]

## ACTIVITY MENU

[1] = Record & Send Message

[2] = Get Message

[3] = Personal Greetings

[1] = Personal/Standard Greeting

[2] = Extended Absence/Alternate Greeting

[5] = Password & Name

[1] = Distribution List

[4] = Password (must be five digits, not 12345, not 11111)

[5] = Record name

## CREATING MULTIPLE PERSONAL GREETINGS

### Listening to your greetings:

- From the activity menu [3]
- Listen to greetings [0]
- Enter greeting number [1-4]
- 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]
2. Activate greeting [2]
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 [#]

## GENERAL TIPS

### Not sure which key to press?

- Listen to Help at any time [\*] [4]
- Go back to activity menu [\*] [7]

### 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]