

# AVAYA IP OFFICE VOICE MESSAGING

## QUICK REFERENCE GUIDE

### **First Time Login**

From your own extension, dial \*17

Enter your default password , if requested, and press #.

Enter a new password and press #

(not your extension, repeating or consecutive digits)

Enter the new password again, and press #

You will then be prompted to record only your first and last name.

Press 1 to record your name, and press 1 to end recording

If you like the recording, press # to accept it, or 1 to record a new name.

Although you are not prompted to record a personal greeting, it is a good idea to do so. For better voice quality always use your handset to record greetings.

### **To record your greeting**

Press 3 for greetings

Press 2 to change your greeting

Record at the tone

Press 2 to end your recording

Press 1 to listen to your greeting

Press 2 to record a new greeting

Press 3 to save the greeting

Sample greeting: Hello, you have reached the voicemail box of (name.) I am unavailable at this time. Please leave a message and I will return your call as soon as possible. Thank you and have a great day.

### **Quick Tips**

Press \*4 for help at any time

Press 8 to return to the activity menu

While listening to messages you may press:

# - fast forward

\* - rewind

7 – repeat last message

9 – skip current message

4 – delete current message

5 – save the current message

\*\* - callback the internal sender

6 – forward the message