



AVAYA IP OFFICE EMBEDDED VOICEMAIL QUICK REFERENCE GUIDE

MAILBOX	
LOG-IN Message Key or	*17
Play Messages	1
Play Saved Messages	2
Fast Forward	#
Rewind	*
Repeat Last Message	7
Skip Current Message	9
Delete Current Message	4
Save Current Message	5
Forward Message as New	6
Mark Message as New	*06
Call Back Sender	**
Edit Greeting	3
Record Name	*05
Change Mailbox Code	*04
Direct All to Email	*01
Send Email Notification	*02
Turn Email OFF	*03
Outcalling Options	*07
Help	*4

6 FORWARDING	
Forward to Email	1
Forward to Extension	2
Forward with Header Message	3
Follow each Extension number with # and then another # to finish	

3 EDIT GREETING	
Listen to Greeting	1
Record New Greeting	2
Save New Greeting	3
Save New Greeting as a Loop	4
Return to Mailbox	8

2 RECORDING GREETING	
After recording greeting press STOP	
press MORE	
press SUBMIT to save	

*07 OUTCALLING	
Listen to Settings	0
Configure Outcalling	1
Turn Outcalling OFF	6
Turn Outcalling ON	9
Return to Mailbox	8

For additional information & definitions please download the User Guide

http://www.itstelecom.ca/resources/avaya_resources/AVAYA_IPO_EMBEDDED_VM_USER_GUIDE.pdf