



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	