

AVAYA IP OFFICE EMBEDDED VOICEMAIL QUICK REFERENCE GUIDE

Mailbox	
Log in to Mailbox-press Message or	*17
Play old 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	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 a final # 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

*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

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