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## Avaya IP Office Voicemail Quick Reference Guide

<u>Mailbox Options</u>	<u>Option</u>		
Play Old Messages	1		
Play New Messages	2		
Edit Greeting	3	<b><u>3 - Edit Greeting</u></b>	
Delete Message	4	Play Greeting	1
Save Message*	5	Record Greeting	2
Forward Message	6	Save Greeting	3
Repeat Message	7	Return to MBX	8
Help	8		
Skip Message	9	<b><u>6 - Forwarding</u></b>	
Fast Forward	#	Forward to Email	1
Rewind	*	Forward to Ext#	2
Call Back (internal)	**		
Pause	0		
Change Password	*04		
Record Name	*05		

***\*played messages will automatically delete after 36 hours unless you have saved the message - press 5 to save***

### Send Direct to Voicemail

Press Transfer Key  
Press # Key  
Enter Mailbox Ext#  
Hang Up/Release

### Remote Access

Call Office/Main# or Direct Dial  
During Greeting Press 8 (If Operator Answers:Transfer to Mailbox Ext#)  
Enter Mailbox Ext#  
Enter Password  
Press #