



IP Office 4.0

Embedded VoiceMail User Guide

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Embedded Voicemail User

About this Guide

This guide describes how to use the voicemail mailboxes provided by Embedded VoiceMail on the IP Office.

The instructions assume that you can dial the default IP Office short code *17 to start voicemail. Depending on the type of telephone or version of IP Office software that is used, you may have a different method of logging in to your voice mailbox. Contact your system administrator to find out if anything has been customized to make your mailbox work differently.

Further information about Avaya IP Office is available from www.avaya.com/support and also from www.avaya.com/ipoffice/knowledgebase.

What's New

Here is a list of new features that have been added to this version of IP Office Embedded VoiceMail.

- **Enhanced options when listening to messages.**
When a message is being played you can now skip to the next message, rewind or fast forward for approximately 5 seconds. For more information, see [Listening to Your Messages](#).
- **Forward a message.**
A message can be forwarded to one or many mailboxes. For more information, see [Forwarding a Message](#).
- **Reply to a message:**
If a CLI is available you can reply to a message to either an internal or external number. For more information, see [Replying to Messages](#).
- **Choice of transfer options.**
Up to 3 breakout numbers can be set up. When callers are directed to your mailbox they can either leave a message or choose to be transferred to one of three numbers. For more information, see [Transfer Options](#).
- **Fax Transfer**
A fax transfer action can be set within IP Office Manager. If a transfer action has been set, on detecting a fax tone the auto attendant will route the call to the fax transfer destination. For more information, see your system administrator.
- **Visual Voice**
Users can access their mailbox using a soft key programmed for visual voice. A display menu provides the user with options to listen to messages, send messages, change their greetings and password. Access to visual voice is granted by the system administrator using IP Office Manager.
 - The visual voice feature is not available on all telephones. Please refer to the telephone guide for more information.

Using Embedded Voicemail

Accessing your Mailbox and Messages

The method below is the default method available to all users to access their own mailbox. If you have IP Office Phone Manager or an Avaya digital telephone you may be able to access your mailbox using them. Refer to the user guide for Phone Manager or the telephone.

Your system administrator can also configure other methods of access including access to your mailbox from other phones and access to hunt group mailboxes.

To log in to your mailbox:

1. Dial ***17** from your own extension.
2. If your mailbox has an access code set, you will be prompted to enter it. Enter your access code.
3. You will hear a prompt telling you how many messages you have. The voicemail system will start playing your new messages.

Once you have accessed your mailbox, you can use the following controls:

Press	Action
1	Play old messages.
2	Play saved messages.
3	Edit mailbox greeting. For more information, see Changing your Greeting.
4	Delete current message.
5	Save current message.
*04	Change mailbox access code. For more information, see Changing the Mailbox Access Code.
*4	Hear Help Prompts.
8	Exit.

IMPORTANT

Once a new message has been listened to, it is marked as 'old' and is automatically deleted after 24 hours. If you do not want the message deleted, you must mark it as 'saved' by pressing **5** whilst listening to the message.

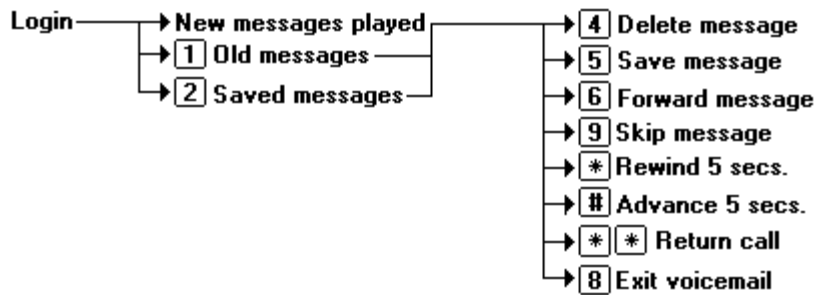
Default Mailbox Controls

You can use the following IP Office dialing short codes to control your mailbox. These are default system features which can be changed or altered by your system administrator. For users with Avaya telephones that include programmable buttons, your system administrator can also assign these functions to the buttons.

- ***18: Turn Voicemail On**
Causes calls to go to voicemail when you are busy or do not answer. If the extension to which you forward your calls does not answer calls will also go to voicemail.
 - ***19: Turn Voicemail Off:**
Switches the above feature off.
- ***48: Voicemail Ringback On:**
If ringback is on, when you have new messages, the voicemail system will ring you following the completion of any call.
 - ***49: Voicemail Ringback Off:**
Switches the above feature off.

Listening to Your Messages

When you log in to your mailbox you are automatically played any new messages. After a message has been played it is marked as being an old message. Old messages are automatically deleted after 24 hours.



When you listen to any of your messages you have the following options:

- Press **9** to skip to the next message.
- Press ***** to rewind the message a few seconds.
- Press **#** to advance the message a few seconds.
- Press **6** to forward the message. For more information, see [Forwarding a Message](#).
- Press ****** to return the call. For more information, see [Replying to Messages](#).
- Press **5** to save the message.
- Press **4** to delete the message.
- Press **8** to exit voicemail.

To listen to an old message:

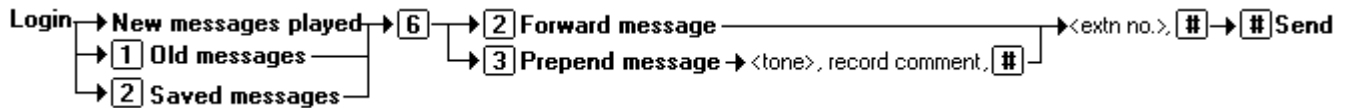
1. Log in to your mailbox.
2. Press **1** to listen to your old messages. You can save the message by pressing **5**.

To save a message:

1. Press **5** when listening to a new or old message.

Forwarding a Message

You can forward a message to a different mailbox or to several mailboxes at the same time. If you forward a message you can add a comment to the start of the message.



To forward a message:

1. When you are listening to a message, press **6**.
2. (Optional) Press **3** to add a comment at the start of the message. You are prompted to record your comment after the tone. Record your comment and press **#** to finish recording. You are prompted for the forwarding addresses. See step 4.
3. Press **2** to forward the message.
4. Enter the extension number to forward the message to and press **#**.
 - If you want to send the message to more than one mailbox enter each mailbox extension number separated by a **#**.
5. Press **#** to finish addressing and forward the message.

Replying to Messages

You can call the person who left a message in your mailbox. Both internal and external callers can be called back. A call can only be placed if the CLI was available when the message was left.



To reply to a voice message:

1. While you listen to a message, press ******. If a CLI was received when the message was left, a call will be placed on that CLI.

Changing your Settings

Changing the Mailbox Access Code

You can set an access code for your mailbox. This access code will be requested whenever you access the mailbox to collect messages. When set the access code must be between 4 and 15 digits in length.

Setting and changing a mailbox access code can be done by your system administrator. You can also do it yourself through the mailbox.

When changing your access code:

- Enter least four digits. If you enter less than four numbers you will be prompted to enter a longer code.
- Do not set an obvious code, for example:
 - Do not match your extension number.
 - Do not use a sequence of digits, for example 1234.
 - Do not use the same repeated digit, for example 1111.

Login → ***04** Change access code → enter current access code **#**
→ enter new access code **#**
→ confirm new access code **#**

To change your access code:

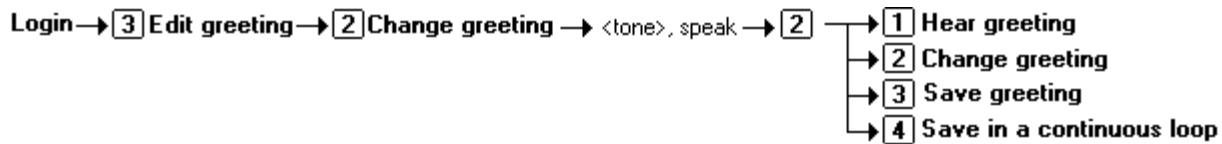
1. Log in to your mailbox.
 - If your mailbox already has an access code set, you will be prompted to enter it. Enter your access code.
2. Press ***04** to change your access code.
3. Enter your current access code and press **#**. If you have no current access code just press **#**.
4. Enter your new access code followed by **#**.
5. Re-enter your new access code followed by **#**. The access code will now be changed.
 - The system will prompt you if the codes do not match or is not acceptable. It will also confirm the change of access code if successful.

To remove an existing access code:

1. Log in to your mailbox.
2. Press ***04** to change your access code.
3. Enter your current access code and press **#**.
4. When you are asked to enter your new access code, press **#**.
5. When you are asked to re-enter your access code, press **#**. Your access code will have been removed.

Changing your Greeting

You can override the system greeting with a personal greeting. This is the greeting heard by callers when they are directed to your voicemail. At any time you can listen to your greeting and re-record it.



To listen to your greeting:

1. Log in to your mailbox.
2. Press **3** to select the option to edit your greeting.
3. Press **1** to hear your greeting.
If no greeting has been recorded you will hear "The message has not yet been recorded". You need to record a message.

To record or change your greeting:

1. Log in to your mailbox.
2. Press **3** to select the option to edit your greeting.
3. Press **2** to change your greeting.
4. When you are prompted speak your new greeting. The greeting must be longer than 3 seconds.
5. Press **2** when you have finished recording your greeting.
6. Press **1** to listen to your new greeting. After you have listened to your greeting you can:
 - Press **3** to save the new greeting. Your new greeting will be used.
 - Press **2** to re-record the new greeting.
 - Press **4** to save the new greeting for playing on a continuous loop.
This option can be used to continually play the greeting, callers will not be able to leave a message.

Transfer Options

Your system administrator can set up to 3 transfer numbers for your mailbox. Callers leaving messages in your mailbox can then press ***0**, ***2** or ***3** to be transferred to the specified numbers. Typically this feature is used to transfer callers to the receptionist or one of your colleagues.

Contact your system administrator to find out if any transfer number have been set for your mailbox. When this feature is set, remember to alter your mailbox greeting in order to inform callers of the option. For more information, see Changing Your Greeting.

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