

Accessing Your Mailbox

1. Dial into the system.

From inside:

From outside:

2. Press # when the system answers.

Note: You may not need to go through these steps if you are dialing in from within your company, and if your telephone system offers voice messaging integration. In most cases, you will need only to enter your password.

3. Enter your Mailbox number.
4. Enter your password.

Change Your Password

1. Log into your mailbox.
2. From the Main Menu, press **4**.
3. From the Personal Mailbox Options, press **9**.
4. Follow the voice instructions to modify your password.

Listen to Voice Messages

1. Log into your Mailbox.
2. From the Main Menu, press **1**.
3. Select **one** of the following options:
 - New (unread) messages, press **1**
 - Old (read) message, press **2**
 - All messages, press **9**

Message Playback Control

During message playback:

Rewind message (5 sec), press **1**

Pause message (5 sec), press **2**

Fast Forward message (5 sec), press **3**

Configuring Greetings

Note: The keys entered here assumes that you're logged in and are currently in the main menu.

Mailbox Configuration

Change your Name Greeting	4-1-6
Change your Extended Absence Greeting	4-1-2
Change your Personal Mailbox Greeting	4-1-1
Change Location to In Office	4-3-1
Change Location to Extended Absence	4-3-6
Change your Password	4-9

Note: The keys entered here assumes that you've listened to or are listening to a message.

Reply to Message	8
Save Message	9
Delete Message	7

AVAYA

Officelinx

Quick Reference Card

(for Avaya Aria Emulation)

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Aries TUI Flowchart

(Avaya Aria Emulation)

This flowchart only reflects the commonly used commands. Not all functions available on the Telephone User Interface may be present.

