

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.

Commonly Used Functions

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

Mailbox Configuration

Change your Personal Greeting	4-1-1-1
Change your Busy Greeting	4-1-1-2
Change your Password	4-2-2
Configure Auto-Forwarding	4-3-1

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

Reply to Message	8
Forward Message	6

AVAYA
Officelinx

Quick Reference Card for Unity Emulation TUI (Telephone User Interface)

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Officelinx Unity Emulation TUI

Main Menu

- 1 Listen to New Messages
- 2 Send A New Message
- 3 Listen to Read Messages
- 4 Personal Options

Personal Options

- 1 Greeting Options
- 2 Notification Schedule
- 3 Admin Options
- * Return to Main Menu

Admin Options

- 1 Set Numeric Password
- 2 Record Name Greeting
- * Return to Personal Options

Notification Schedule

- 1 Modify Notification Schedule
- 2 Add Notification Schedule
- 3 Turn Notification Schedule On/Off
- 4 Delete Notification Schedule
- 5 Listen to Notification Schedule
- * Return to Personal Options

Greeting Options

- 1 Set Personal Greetings
- 2 Record Location Greeting (Extended Absence)
- * Return to Personal Options

End of Message Options

- 1 Rewind Message
- 2 Print Fax
- 4 Review Message
- 5 Envelope Information
- 6 Forward Message
- 7 Delete Message
- 8 Reply
- 9 Skip/Save
- * Return to Main Menu
- # Save

Reply Menu

- 2 Reply to All Recipients
- 8 Call Back to Sender
- Default Reply to Sender Only

Save Menu

- # Skip to Next Message without changing Read Status
- Default Save Message

New Message Menu

- 1 Toggle Urgent Flag
- 2 Toggle Certified Flag
- 3 Toggle Confidential Flag
- 4 Send Recorded Message
- 5 Review Recorded Message
- 6 Re-record Message
- 7 Append to Recorded Message
- 9 Add Recipients Menu
- * Cancel Message and Exit to Main Menu
- # Send Recorded Message

Add Recipients Menu

- 1 Add Recipient
- 2 Listen to Recipients
- 3 Delete Recipient
- * Return to New Msg Menu

Message Playback Options (while listening to message)

- 1 Rewind (5 sec)
- 2 Pause (10 sec)
- 3 Fast Forward (5 sec)
- 8 Normal Volume
- 9 Louder (5)

Personal Greetings

- 1 Record Personal Greeting
- 2 Record Busy Greeting
- 3 Record Location Greeting (At Home)
- 4 Record Location Greeting (in Office)
- 5 Record Location Greeting (Away on Business)
- 6 Record Location Greeting (Meeting)
- 7 Record Location Greeting (At Lunch)
- 8 Record Location Greeting (Vacation)
- * Return to Greeting Options

Forward or Reply Menu

- 1 Review Recorded Message
- 2 Rerecord Message
- 0 Additional Message Menu
- * Cancel Message and Exit
- # Send Recorded Message

Message Menu - First Key

- 3 Go to Second Key Msg Menu

Message Menu - Second Key

- 2 Print Fax
- 4 Review Message
- 5 Envelope Information
- 6 Forward Message
- 7 Delete Message
- 9 Save Message
- * Review Message

Review Messages

- 1 Listen to New Messages
- 2 Listen to Read Messages
- 3 Return to Alt. Msg Menu
- 0 Transfer to Operator
- * Return to Main Menu

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

