

Quick Set Up Guide for New Phone

3 Set up instructions for new phones - Passcode, Dial by Name, Greeting.

1. **Create New Passcode**- Press VM Button, enter mailbox number(extension), press *04, enter default passcode of 1234#, then follow prompts to create your own. **make sure you wait for the tones when entering new passcode.*
2. **Record Name**- This is needed for callers to be able to dial by name directly to your extensions. Press VM Button, then mailbox number (extension), then *05, then follow prompts to record name.
3. **Record Greeting**- Press VM Button, then mailbox number (extension), then 3, follow prompts.

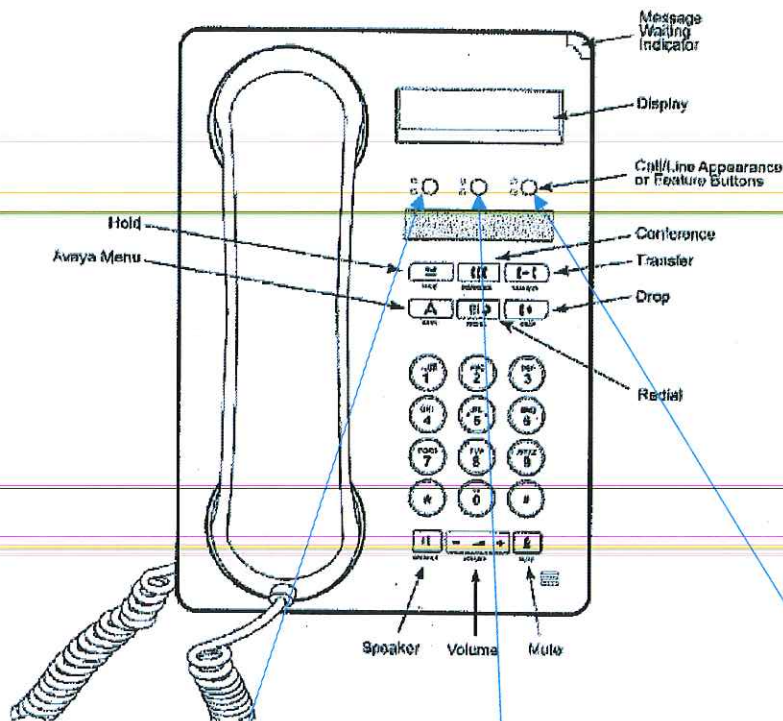
To access voice mail from outside the building – Dial the school’s main number, wait for the recording to say “if you know your party’s extensions...”, then press *, then follow prompts.

*****Messages that have been listened to will delete after 24 hours unless you save it by pressing 5 while listening to it*****

AVAYA

IP Office 1403 Telephone Quick Reference Guide

Avaya one-X™ Deskphone Value Edition



Activity Menu- VM

New mail starts automatically

Play old message = 1

Play saved message = 2

- Fast forward = #
- Rewind = *
- Repeat = 7
- Skip current message = 9
- Delete current message = 4
- Save current message = 5
- Call back sender = **
- Forward message = 6

Intercom Button to **ring** into classroom

Intercom Button to call into classroom using the **Speaker and Mic**. Dial **extension # then #**. This button only exist on phones at HPS, NES and SNIS.

Voice Mail Button