



IP Office Release 9.0

Embedded Voicemail User Guide (IP Office Mode)

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Chapter 1.

Embedded Voicemail

1. Embedded Voicemail

- [Normal login](#) ¹⁰
- [Trusted Sources](#) ¹⁰
- [Mailbox controls](#) ¹¹
- [Caller options](#) ¹²
- [Visual voice](#) ¹³

1.1 Logging In

1.1.1 Trusted Sources

1.1.2 Normal Login

To login:

***17**

_____ 

_____ 

- ***4**
- **8**

1.2 Default Mailbox Controls



Activity Menu
Playback
<ul style="list-style-type: none"> • • • • • • • • • • •
Configuration
<ul style="list-style-type: none"> • • • • • • • • • •

3. Edit Greeting
<ul style="list-style-type: none"> • • • • •

6. Forwarding
<ul style="list-style-type: none"> • •

*07. Outcalling
<ul style="list-style-type: none"> • • • • • •

IMPORTANT: Old Messages are automatically deleted after 24 hours

- 5
- Turn Voicemail On: *18
- Turn Voicemail Off: *19
- Voicemail Ringback On: *48
- Voicemail Ringback Off: *49

1.3 Caller Options

- Skip Your Mailbox Greeting 1
- [Transfer to another number](#) ²²
- Leave a message

- Options after leaving a message #

1.4 Full Mailbox

1.5 Visual Voice

MESSAGES

•

•

Listen
Menu > Settings > Voicemail Settings

Visual Voice Controls

< >

Button	Functions
Listen	<div style="text-align: right; margin-bottom: 10px;"> New Old Saved </div> <ul style="list-style-type: none"> • Previous: • Next: • Rewind: • FFwd: • Delete: • Save: • Copy: • Pre-Rec: • Targets: • Done: • Pause:
Main(0)	Listen
Message	
Greeting	<ul style="list-style-type: none"> • Record: • Listen: • Submit: • Delete:
Email	<div style="text-align: center; margin-bottom: 10px;"> Change Done </div> <ul style="list-style-type: none"> • Email Mode Off: • Email Mode Copy: • Email Mode Fwd: • Email Mode Alert:
Password	
Voicemail	

Using the Visual Voice Button for Voicemail Transfer

Chapter 2.

Listening to Messages

2. Listening to Messages

- [Listening to your messages](#) ¹⁷
- [Marking a message a saved](#) ¹⁷
- [Forwarding a message](#) ¹⁸
- [Calling the message sender](#) ¹⁸

2.1 Listening to Messages

- New
- Saved
- Old

_____ 17

To listen to your messages:

_____ 10

- 1
- 2
- #
- *
- 7
- 9
- 4
- _____ 17 5
- **
- 6

2.2 Marking a Message as Saved

To save a message:

5

2.3 Forwarding a Message

To forward a message:

6
2
3 #

#

2.4 Calling the Sender

To call the message sender:

**

Chapter 3.

Changing Your Settings

3. Changing Your Settings

- [Changing your password](#) ^[20]
- [Recording a greeting](#) ^[21]
- [Listening to your greeting](#) ^[21]
- [Breakout transfer options](#) ^[22]
- [Recording your name](#) ^[22]

3.1 Changing Your Password

To change your password:

_____ ^[10]

***04**

#

#

#

.

.

.

.

#

.

Trusted Sources

System Administration

3.2 Personal Greeting

"Your call has been answered by Avaya IP Office."

3.2.1 Recording Your Greeting

•

To record your greeting:

_____ | 10 |

3

2

•

•

2

1

•

3

•

2

•

4

3.2.2 Listening to Your Greeting

To listen to your greeting:

_____ | 10 |

3

1

recorded"

"The message has not yet been

3.3 Transfer Options

0 2

3

_____ 21

3.4 Record Your Name

To record your name:

_____ 10

***05**

1

2

2

1

- **3**
- **2**

Chapter 4.

Voicemail Notification

4. Voicemail Notification

- **Message Waiting Lamp**

MESSAGE

•

[13](#)

- **Ringback**

•

***48**

•

***49**

- **[Outcalling](#)** [25](#)

- **[Voicemail Email](#)** [25](#)

4.1 Voicemail Email

[13](#)

- **Email Address/Enabling Voicemail Email Functions**

'Email is not enabled on this mailbox

- [Switching on email notification](#) [25](#)
- [Switching off email notification](#) [25](#)

4.1.1 Switching On Email Notification

To switch on email notification:

[10](#)

- ***02**
- ***01**

4.1.2 Switching Off Email Notification

To switch off email notification:

[10](#)

***03**

4.2 Outcalling

[20](#)

-
-
-

- [Initial outcalling configuration](#) [26](#)
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-
- [Answering outcalling calls](#) 

4.2.1 Initial Outcalling Configuration

[_____](#)  [_____](#)  [_____](#)  [_____](#) 


To configure outcalling:

***07**

1


4.2.2 Setting Your Outcalling Destination

To set your outcalling destination number:

_____ 
***07**
1
2
1
 • *****
 • **#**
 •


4.2.3 Setting Your Outcalling Timeout

To set your outcalling timeout:

_____ 
***07**
1
3


4.2.4 Turning Outcalling On

To turn outcalling on:

_____ 
***07**
9

4.2.5 Turning Outcalling Off

To turn outcalling off:

_____ 
***07**
6

4.2.6 Answering Outcalling Calls

To collect a message:

"Welcome

to Avaya IP Office"

To cancel further message notification:

***#**

Chapter 5.

Document History

5. Document History

Date	Issue	Changes
13th February 2014	13a	•

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