



Avaya Phone Interface:

Login to Your Mailbox:

1. Dial the Modular Messaging number: **3880**.
2. Enter your **PASSWORD** and press the **#** key.

From outside the office:

1. Dial **202-885-3880**.
2. Press the **#** key when the system answers.
3. Enter your **MAILBOX NUMBER**, then your **PASSWORD** and press the **#** key.

Press 1 to review your messages:

1. Press **1** to listen to your new voice messages.
2. Press **2** to listen to your new e-mail messages.

WHILE LISTENING TO A MESSAGE:	AFTER LISTENING TO A MESSAGE:
Press 1 to REWIND	Press 4 to REPLAY the message
Press 2 to PAUSE or RESUME	Press 5 to hear the message DATE & TIME
Press 3 to FAST FORWARD	Press 5 and 5 to LIST ALL RECIPIENTS
Press 4 to SLOW the message	Press 6 and 1 to FORWARD the message with no comment
Press 5 to hear the message DATE & TIME	Press 6 and 2 to FORWARD the message with a comment
Press 6 to SPEED UP the message	Press 7 to ERASE the message
Press 7 to DECREASE VOLUME	Press 8 to REPLY to the message
Press 9 to INCREASE VOLUME	Then, press one of the following:
Press 0 to RESET the SPEED	1 to reply to the sender
Press # to SKIP	2 to reply to all
	3 to reply to the sender with the original message
	4 to reply to all with the original message
	Press 9 to SAVE the message



To Leave a Message for a Person Without Ringing His/Her Phone:

1. Dial **3880**.
2. Once you hear the recording, *immediately* press *, #, # without pausing.
3. Enter the **EXTENSION NUMBER** of the phone you wish to leave a voicemail message.
4. Ignore the prompt to transfer the caller. Wait a moment, then, when prompted to leave a message, begin speaking. When you have completed your message, hang up.

To Transfer a Caller Directly to Voice Mail Without Ringing His/Her Phone:

1. Press the **TRANSFER** button on your desk phone.
2. Dial **3880**.
3. Press the * key, and then the # key twice.
4. Enter the desired **EXTENSION NUMBER**.
5. Press the **TRANSFER** button to complete the transfer.

To Have Callers Go Directly to Your Voice Mail:

1. Press **FORWARD**, dial 3880, and then press **FORWARD** again.
2. Press **FORWARD** to turn off this feature and have your phone ring during a call.

Press [4] at the Main Menu to access the Personal Configuration:

PERSONAL CONFIGURATION OPTIONS	MENU OPTIONS
Press [1] for Greetings Menu.	Press [1] Personal Greeting
	Press [2] Extended Absence Greeting
	Press [3] Optional Greetings
	Press [5] Please Hold Prompt
	Press [6] Name Prompt
Press [2] for Special Features Menu.	Press [5] Toggle Call Screening On/Off
	Press [9] Review Active Options
Press [3] for Call Handling.	Press [1] Block Calls
	Press [4] Activate Optional Greetings
	Press [8] Review current Greeting Rules
Press [4] for Set/Change Default Fax Destination	
Press [5] for Record Announcement	
Press [6] for Personal Distribution Lists.	Press [1] Create List
	Press [2] Edit List
	Press [3] Delete List
	Press [4] Browse Active Lists
Press [7] to set the Personal Operator (0 out option)	
Press [9] to Change your password	