

# AVAYA-PARTNERMAIL USER GUIDE

---

## LOG-ON

Press INTERCOM + 7 7 7.

Press # (if you are at your extension),

Or, Dial your extension number then press # (if you are at another extension).

## MAIN MENU

Press 2 to get your messages.

Press 3 to change your personal greeting.

Press 5 to change your password.

Press \* 8 to transfer to another extension.

Press \* \* 7 to return to login prompt.

## LISTEN TO MESSAGES

Press 2 to get messages. The message header plays.

Press 0 to hear the message.

Press # to skip the message.

## PLAYBACK CONTROL

Press 5 to rewind about 5 seconds.

Press 6 to fast-forward about 5 seconds.

## AFTER MESSAGE

Press 2 3 to replay the current message header.

Press 0 to replay the current message.

Press \* 3 to delete the message.

Press # to skip the message.

Note: The delete command (\* 3) can be used during the message header, the message, or after the message. Deleted messages cannot be restored or un-deleted.

## PERSONALIZING YOUR MAILBOX

### RECORD GREETING

Press 3 to administer your personal greeting.

Press 1 to record your greeting (lift handset for best recording).

Press 1 when finished recording.

### AFTER RECORDING

Press \* # to approve your greeting.

Press 2 3 to play back your greeting.

Press 2 1 to re-record your greeting.

Note: If you hang up before saving your greeting, the system returns to the factory set greeting.

## CHANGE PASSWORD

Press 5 to change your password.

Dial the new four-digit password and press #.

Dial the new four-digit password again and press #.

## CHANGE ANSWER MODE

Press 8 at the main menu to change the answer mode.

Press 1 for record mode or, press 2 for answer-only mode.

Note: Answer-only mode will not allow callers to leave messages. They will have the options to transfer to another extension (\*8) or to the operator (0). This mode should only be used when you are out of the office for extended time periods such as vacation. You should also change your greeting so your callers will know that you are not accepting messages and when you are expected to return.