<div align="center">**AVAYA MESSAGING   - INITIAL SET UP**</div>

1. Accessing your Mailbox

From you own phone:

- Press the Voicemail button.

- Enter your Default Password – 258369 #

From another phone

- Press the Voicemail button.

- Press *

- Enter your 10 Digit Mailbox Number (Do Not Press # Afterwards)

- Enter your Default Password – 258369 #

From outside the location

- Dial access number for your location 416-635-2400

- Press # when the system answers

- Enter your 10 digit Mailbox number (Do Not Press # Afterwards)

- Enter your Default Password – 258369 #

2. Follow Tuturial

- You will be asked to change your password. Enter your new password followed by # (your password can be 4 to 20 digits). Enter your new password again followed by # to confirm

- Now you will be prompted to change your Personal greeting. Press 2 to record your greeting, press # when you are done speaking. Press 1 to Accept the greeting

- Next you will be asked to record your name. This is just your first and last name, or department name. Press 2 to record your name, press # when you are don't speaking. Press 1 to Accept the name.

<div align="center">****You are ready to accept messages****</div>

MOST COMMON FEATURES   - ARIES – CUSTOM TUI

LOG INTO MESSAGING

1. Call voicemail Number or press Message Key

2. Enter your Password

PLAY MESSAGES

Voice Messages	1
All Messages	3

PLAYBACK CONTRIL
During playback

Rewind	1
Pause/Resume	2
Fast Forward	3

FORWARD MESSAGE
AFTER playback

Press 6 to forward – follow prompts.

MAIN MENU

Play Messages	1
Send Message	2
Mailbox Options	4
Return to the Auto Attendant (restart)	5
Disconnect	*

SEND MESSAGE

Enter Destination Mailbox Number or to Dial by name press *

CONFIRM

To Confirm address	1
Continue Adding Destination Mailboxes	
To accept list	#

RECORD MESSAGE / SEND

Record Message	
Review	1
Re-Record	2
Message Options	0
Send Message	#

MESSAGE OPTONS

Confidential	1
Urgent	2
Certified	3

MAILBOX OPTIONS

Turn Notification on or off	1
Distribution List	2
Record Greetings	3
Notification Options	4
Turn Call Forwarding On or Off	5
Tutorial	6
Change Password	9

GREETINGS

Greeting	1
Extended Absence	2
Name	3

GREETINGS

Personal	1
Busy	2
Location	3

Notification Schedules

Add Notification Schedule	1
Modify Schedule	2
Turn Notification On/Off	3
Delete Schedule	4
Listen to Schedule	5