

January 29th Tech Tip

Sending a Voice Message without Ringing the User

With our voice mail system, you are able to leave a voice message for another user without ever dialing the phone number. This is especially appropriate when you know the user is teaching, working with colleagues, or when you need to leave a message after school hours. Here are some simple steps to get you started:

1. Enter the voice mail system from your office/classroom phone by dialing extension 1600. From home or from another user's phone, dial 571-1600.
2. Once logged into your voice mail account and ready to retrieve messages, follow the prompts and dial "M" (6) to Make a new message.
3. Enter the user's four-digit extension. The prompt will indicate the recorded name on that voice mailbox. If you wish to send this message to multiple users, enter another four-digit extension.
4. To start recording, press "#" or wait.
5. To stop recording, press "#" at anytime.
6. Once recording is stopped, press R (7) to Review your recording. Press A (2) to Append and keep recording. Press D (3) to Discard and record over. Press X (9) to send your message and Exit to the main menu.

Contact September Johnson (571-1234) or the Technology Help Desk (BERT) at 571-2378 for other questions related to your Avaya phone and voice mailbox.

For the AVST Voice Mail Reference Guide, please visit

http://tacomaschools.org/information/departments/tech_services/Documents/VoiceMailReferenceGuide.pdf