

January 4, 2010 Tech Tip

Mailbox Basics

Have you moved building locations or rooms? If you did not have your voice mailbox reset, you may need to record your name and a standard greeting. Here are the steps to complete that process.

- Dial into the voicemail system with extension 1600 from work or 571-1600 from home.
- Log in
- Press U (8) for User Options
- Press 1 for Personal Options
- From that menu you can press the following:
 - 3 - Record your personal greetings (All greetings: Standard, busy and out of office are under here)
 - 4 - Change your security code
 - 5 - Record your namePress * to quit

Follow the prompts and don't forget to save your recordings before you hang up!
For the AVST Voice Mail Reference Guide, please visit
http://tacomaschools.org/information/departments/tech_services/Documents/VoiceMailReferenceGuide.pdf

Please 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.