

Accessing Your Mailbox

1. Dial into the system.

From inside:

From outside:

2. Press # when the system answers.

Note: You may not need to go through these steps if you are dialing in from within your company, and if your telephone system offers voice messaging integration. In most cases, you will need only to enter your password.

3. Enter your Mailbox number.

4. Enter your password.

Commonly Used Functions

Note: The keys entered here assume that you're logged in and are currently in the main menu.

Mailbox Configuration	
Record your Name	5-5
Change your Busy Greeting	3-2
Change your Personal Greeting	3-1
Change your Location	3-3
Change your Password	5-4
Turn Message Notification on/off	6-1

Note: The keys entered here assume that you've listened to or are listening to a message.

Reply to Message	1
Delete Message	3

Note: While listening to a message, you have the following 3 options.

Rewind message several seconds	7
Pause message, press button again to continue playback	8
Fast Forward message several seconds	9



Experiences That Matter

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AVAYA IX Messaging™

Quick Reference Card for Avaya Communication Messaging Manager (CMM) (Telephone User Interface)

IX Messaging Avaya CMM

Start Here

Main Menu

- 1 Send a Message
- 2 Listen to Messages (Inbox, Old)
- 3 Record Greetings
- 4 Listen to Messages (Drafts)
- 5 Mailbox Options
- 6 Notification Options
- 7 Message Options

Message Options

- 1 Auto-play Unread Messages w/Envelope
- 3 Auto-play Unread Messages

Notification Options

- 1 Turn Notification On/Off
- 2 Add Notification
- 3 Delete Notification
- 0 Listen to Notification Schedule
- # Return to Main Menu

Address and Record Message

Send Message Menu

- 1 Append to Recorded Message
- 2 Message Options (Review Message)
- 8 Save Recorded Message
- 0 More Message Options
- # Send the Message
- * 3 Delete Message

More Message Options

- 1 Mark Message Confidential
- 2 Mark Message Urgent
- 3 Re-record the Message
- # Send the Message

Listen to Message

End of Message Options

- 1 Reply to Message
- 2 Message Options
- 0 Review Message
- * More Message Options
- # Next Message

Message Options

- 3 Play Time Date of Message
- # Return to Previous Menu

More Message Options

- 3 Delete Message
- # Auto-play Messages

Listen to Messages (Drafts)

- 1 Re-record Message
- 2 Message Options
- 5 Send Message
- 0 Review Message
- * More Options
- # Save Message

Record Greetings

- 1 Record **Personal** Greeting
- 2 Record **Busy** Greeting
- 3 Change Current Location
- 4 Record **At Home** Greeting
- 5 Record **In Office** Greeting
- 6 Record **Away on Business** Greeting
- 7 Record **In Meeting** Greeting
- 8 Record **At Lunch** Greeting
- 9 Record **On Vacation** Greeting
- 0 Record a Customized Greeting
- * Change Location to **In Office**
- # Return to Main Menu

Change Current Location

- 1 Change Location (**In Office**)
- 2 Change Location (**Away on Business**)
- 3 Change Location (**At Home**)
- 4 Change Location (**Meeting**)
- 5 Change Location (**At Lunch**)
- 6 Change Location (**Vacation**)
- 7 Change Location (**User Defined**)
- 8 Review Availability and Location
- 9 Follow Locations Calendar
- * Return to Main Menu
- # Change Availability

Mailbox Options

- 1 Distribution List Maintenance
- 3 Define Default Fax Address
- 4 Change Password
- 5 Record Name
- # Return to Main Menu

Distribution List Maintenance

- 1 Add Distribution List
- 2 Listen to Distribution List
- 3 Modify Distribution List
- 4 Delete Distribution List
- # Return to Previous Menu

This flowchart only reflects the commonly used commands. Not all functions available on the Telephone User Interface may be present.

