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 assumes that you're logged in and are currently in the main menu.

Mailbox Configuration	
Change your Name Greeting	7-7-5
Change your Busy Greeting	7-4-8
Change Personal (Standard) Recording	7-4-6
Change your Location (Phone Number)	7-6-4-4
Change your Password	7-7-4
Turn Auto Forwarding on/off	7-6-4

> ☑ **Note**: The keys entered here assumes that you've listened to or are listening to a message.

Reply to Message	4
Delete Message	6

AVAYA

IX Messaging™

Quick Reference Card
for Repartee Emulation TUI
(Telephone User Interface)

AVAYA

IX Messaging™ is a registered trademarks of Avaya Inc.

All other company names, brand names, product names and terminologies are the property and/or trademarks of their respective companies.

IX Messaging
Repartee Emulation TUI

Main Menu
4	Check New Message
5	Leave Messages
6	Review Old Messages
7	Change Setup Options

New Messages
4	Reply
5	Check Next Message
6	Delete
8	Envelope Information (Timestamp)
0	Mark Message as Unread (New)
#	Repeat the Message

Edit the Message
4	Append Recording to Current Message
5	Review Recorded Message
6	Rerecord Message

Set Special Delivery
4	Mark as Urgent
5	Mark as Confidential
6	Mark as Certified
#	Send Message in Future

Message Options
4	Edit the Message
5	Set Special Delivery
6	Address to Others
#	Send the Message

Greetings
6	Edit Personal (Standard) Greeting
7	Edit Unavailable (Alternate) Greeting
8	Edit Busy Greeting

Edit Distribution List (Groups)
4	Add Members
5	Delete Members
6	List Members
7	Change DL (Group) Name

Old Messages
4	Reply
5	Check Next Message
6	Delete
8	Hear Timestamp
#	Repeat the Message

Distribution List (Groups)
4	Create Distribution List (Group)
5	Edit Distribution List (Group)
6	Review Distribution List (Group)
7	Delete a Distribution List (Group)

Change Call Transfer
| 4 | Change Location (Phone Number) |
| 5 | Call Screening On/Off |

Transfer & Delivery
| 4 | Change Call Transfer |
| 5 | Notification Schedule (Message Delivery) |

Setup Options
4	Greetings
5	Groups
6	Transfer & Delivery
7	Personal Options

Personal Options
| 4 | Change Numeric Password (Security Code) |
| 5 | Record Name Greeting |

Change 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

AVAYA

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