Avaya Phone Interface:

Login to Your Mailbox:

1. Dial the Modular Messaging number: 3880.
2. Enter your **PASSWORD** and press the **#** key.

From outside the office:

1. Dial **202-885-3880**.
2. Press the **#** key, when the system answers.
3. Enter your **MAILBOX NUMBER**, then your **PASSWORD** and press the **#** key.

Press 1 to review your messages:

1. Press **1** to listen to your new voice messages.
2. Press **2** to listen to your new e-mail messages.

WHILE LISTENING TO A MESSAGE:	AFTER LISTENING TO A MESSAGE:
Press **1** to **REWIND**	Press **4** to **REPLAY** the message
Press **2** to **PAUSE** or **RESUME**	Press **5** to hear the message **DATE** & **TIME**
Press **3** to **FAST FORWARD**	Press **5** and **5** to **LIST ALL RECIPIENTS**
Press **4** to **SLOW** the message	Press **6** and **1** to **FORWARD** the message with no comment
Press **5** to hear the message **DATE** & **TIME**	Press **6** and **2** to **FORWARD** the message with a comment
Press **6** to **SPEED UP** the message	Press **7** to **ERASE** the message
Press **7** to **DECREASE VOLUME**	Press **8** to **REPLY** to the message Then, press one of the following: **1** to reply to the sender **2** to reply to all **3** to reply to the sender with the original message **4** to reply to all with the original message
Press **9** to **INCREASE VOLUME**	
Press **0** to **RESET** the **SPEED**	
Press # to **SKIP**	
	Press **9** to **SAVE** the message

To leave a Message for a Person Without Ringing His/Her Phone:

1. Dial **3880** and press the **#** key twice.
2. Enter the desired **EXTENSION NUMBER**.

To Transfer a Caller Directly to Voice Mail:

1. Press the **TRANSFER** button on your desk phone.
2. Dial **3880**.
3. Press the ***** key, and then the **#** key twice.
4. Enter the desired **EXTENSION NUMBER**.
5. Press the **TRANSFER** button to complete the transfer.

Press [4] at the Main Menu to access the Personal Configuration:

PERSONAL CONFIGURATION OPTIONS	MENU OPTIONS
Press [1] for Greetings Menu.	Press [1] Personal Greeting
	Press [2] Extended Absence Greeting
	Press [3] Optional Greetings
	Press [5] Please Hold Prompt
	Press [6] Name Prompt
Press [2] for Special Features Menu.	Press [5] Toggle Call Screening On/Off
	Press [9] Review Active Options
Press [3] for Call Handling.	Press [1] Block Calls
	Press [4] Activate Optional Greetings
	Press [8] Review current Greeting Rules
Press [4] for Set/Change Default Fax Destination	
Press [5] for Record Announcement	
Press [6] for Personal Distribution Lists.	Press [1] Create List
	Press [2] Edit List
	Press [3] Delete List
	Press [4] Browse Active Lists
Press [7]to set the Personal Operator (0 out option)	
Press [9] to Change your password	