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 sequences entered here assume that you are logged in and at the ready/main menu.

Mailbox Configuration	
Record your Name	1-6-8
Change your Personal Greeting	4-6
Change your Extended Absence Greeting	4-7
Change your Password	1-6-2
Configure Auto-Forwarding	1-6-4

Message Management	
Listen to Next Message	5
Listen to Previous Message	1-5
Listen to Saved Message	1-9-2
Save a Message (after playback)	7
Delete a Message (after playback)	3
Forward Message (after playback)	1-3

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SerJune2021

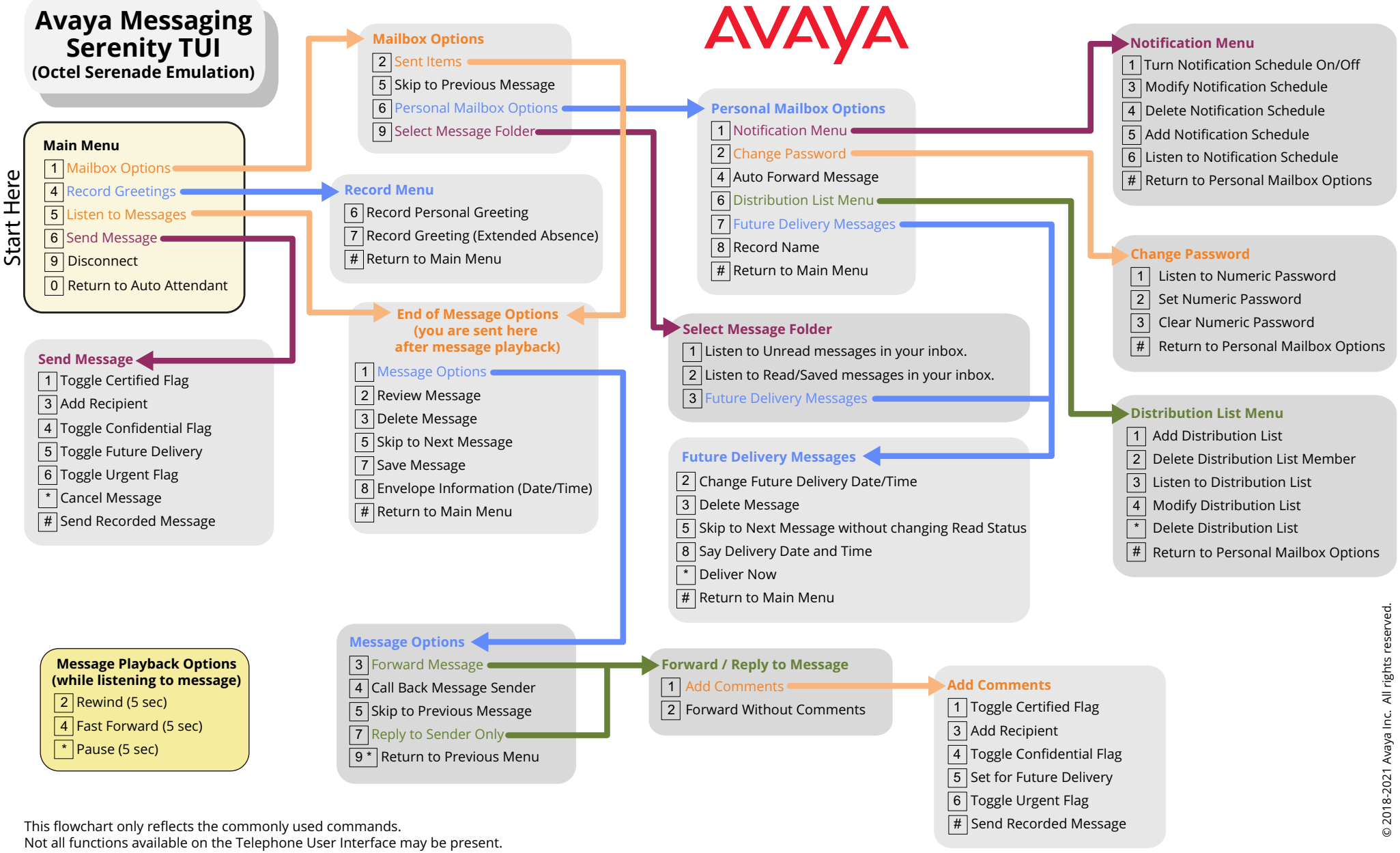
Messaging™

Quick Reference Card

for Serenade Emulation TUI

(Telephone User Interface)

Avaya Messaging Serenity TUI
(Octel Serenade Emulation)



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

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