

# How to Use Voicemail with Avaya

## Setting up your Voicemail

1. Press the Voicemail key and enter the initial PIN number of 100322 #
2. Follow the prompt to Press 2 for Account Administration
3. Then follow the prompts to record your message and to change your PIN

## Access your Voicemail messages

- If you have a new voicemail message the Red Beacon light will be lit up at the top of your phone
- To retrieve the message, press the voicemail button and enter the PIN you previously set up
- The display will give you options to LISTEN to new, old or saved messages.
- Press the SELECT softkey when the message you want to hear is highlighted.
- Follow the prompts to then Save, Delete or Copy the message

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