

**AVAYA aura. | messaging**

Media Center (9843621) Log Out Help

**User Preferences**

**General**

**General**

Reach Me

Notify Me

My Phone

Personal Lists

Greetings

Password

Advanced

**1**

**Messaging Access Number**

Internal: 9578800

External: 8089578800

**Account Information**

Mailbox: 9843621

Extension: 9843621

**Location and Language**

Time zone: (GMT-10:00) Hawaii

Language: Choose One

**2**

**Mobile Phone or Pager**

Use this mobile phone or pager for "Notify Me" and other features: 9XXXXXXXX

**1. Enter 9 + the 7-digit mobile phone number to forward calls to**

**2. Save**

**Message Blocking Options**

Block callers from leaving messages: Never

Blocked callers will be played the greeting, then

Transferred to custom attendant (operator)

Disconnected

**Play On Phone**

When playing a voice message in Outlook using "Play on Phone":

Always use this phone: extension: 9843621

Ask me every time which phone to use

**Attendant**

When callers press "0" during my greeting, forward to:

Default attendant (operator)

Personal attendant/assistant: \_\_\_\_\_

**2** Save

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Reach Me

- General
- 1 Reach Me**
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Caller Categories

When callers try to reach me:

- Treat all callers the same
- Distinguish between internal callers and other callers  
Internal callers are other voicemail users on this system

Call Handling

For all callers, when I do not answer on my extension:

- Forward calls to the Reach Me numbers below
  - Before forwarding, ask callers to record their name so I can screen the call
- Go to voice messaging

Reach Me Numbers

Forward calls to the following phone numbers (up to three), in this order:

First:

After  rings:

Reach Me Schedule

- Forward calls only between:
- and:
- on:  Monday  Saturday
- Tuesday  Sunday
- Wednesday
- Thursday
- Friday

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Save

1. Select the Reach Me menu  
2. Call Handling: Select Forward Calls...  
3. Reach Me Numbers: Select your mobile number from the drop down menu  
4. Save