AVAYA AURA MESSAGING
Accessing your voicemail

If you need assistance getting started, contact the HelpDesk at 4357.

VOICEMAIL USER INSTRUCTIONS – To access your voice mailbox please follow these steps.

- Press the message button on your phone (or dial **7777)** for voicemail if you are on the local network
- IS THIS YOUR PHONE? Enter password and **#** sign; **Please note: do NOT enter your extension number if you are using your own phone**
- NOT YOUR PHONE? Press # sign, enter your extension number, THEN enter the password
- OR
  Dial **(856) 582-5666** from outside the network.

To get messages:

- **Press 2**
- **Press 0** to listen to a message.

To delete a message:

- **Press *3**

To save or skip a message:

- **Press #**

Note: It is important to keep your mailbox space available for new messages. Please be sure to delete old messages. Messages are retained for 45 days, after that the system will delete the oldest message(s).