

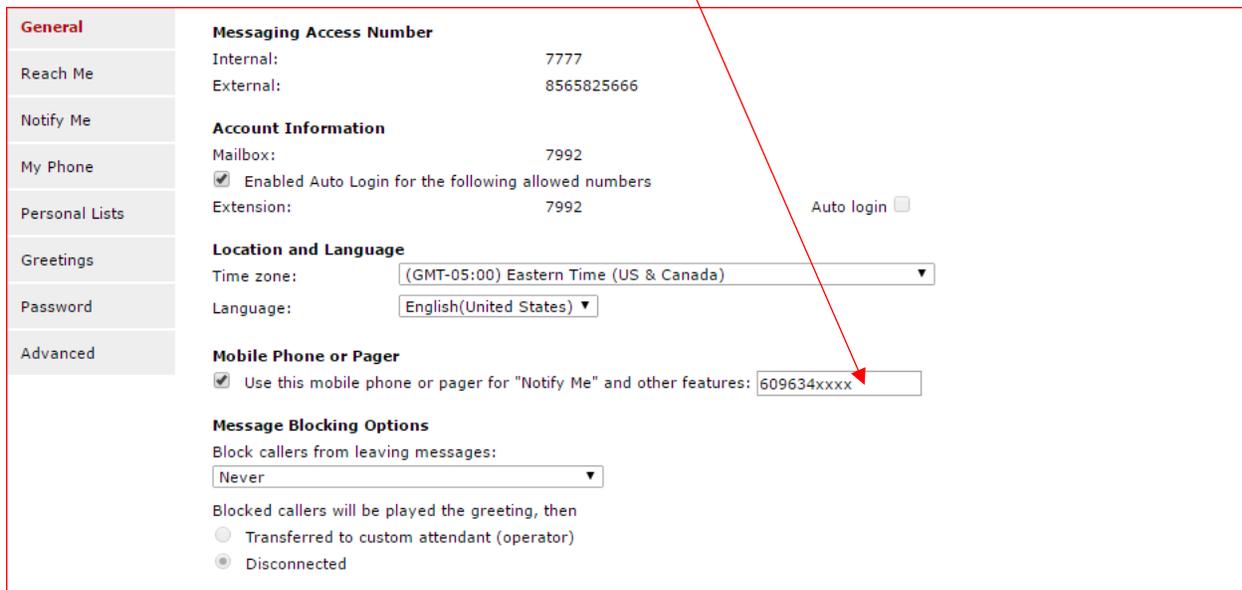
Setting up Reach Me in AAM – Avaya Aura Messaging

1. Log in to the user interface at <https://voicemail1.wtps.org:7443/user/login> with your extension and voicemail password



You can set up your account to allow a caller to reach you on your cell when you are not at your District phone.

1. On the General tab, enter your cell phone number if you would like to be reached when someone is trying to call you



General	Messaging Access Number
Reach Me	Internal: 7777 External: 8565825666
Notify Me	Account Information
My Phone	Mailbox: 7992
Personal Lists	<input checked="" type="checkbox"/> Enabled Auto Login for the following allowed numbers Extension: 7992 Auto login <input type="checkbox"/>
Greetings	Location and Language
Password	Time zone: (GMT-05:00) Eastern Time (US & Canada) ▼ Language: English(United States) ▼
Advanced	Mobile Phone or Pager
	<input checked="" type="checkbox"/> Use this mobile phone or pager for "Notify Me" and other features: 609634xxxx
	Message Blocking Options
	Block callers from leaving messages: Never ▼
	Blocked callers will be played the greeting, then
	<input type="radio"/> Transferred to custom attendant (operator)
	<input checked="" type="radio"/> Disconnected

2. On the Reach Me tab, when you want to be reached, under Call Handling, click on “Forward calls to the Reach Me numbers below”. From the drop down, select your cell number that you entered on the General tab.

Avaya Aura® Messa
System Management Interface

Administration This Server: av

AVAYA
aura. DEBBIE BROWN (7992)

User Preferences
Reach Me

General
Reach Me
Notify Me
My Phone
Personal Lists
Greetings
Password
Advanced

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

When someone calls, and reaches your voicemail, they will have the option to “reach” you. They will be asked to state their name, you will then receive a call from the system announcing the caller, and you have the option to accept or reject the call. If you reject the call, they will be able to leave you a message.