

Recording greetings and names on Avaya IPO R11 with Embedded VM

Create a system short code for *71 (voicemail collect “?”)

To record greetings:

1. From any phone dial *71
2. Enter the mailbox number and #
3. Enter the mailbox password and #
4. Press 3 to manage greetings
5. Press 2 to record
6. Save it (3) after recording!

To record names:

1. From any phone dial *71
2. Enter the mailbox number and #
3. Enter the mailbox password and #
4. Press *05
5. Press 2 to record
6. Save it (3) after recording!