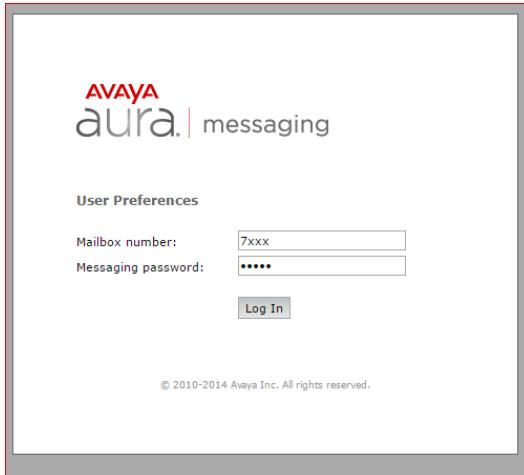


Setting up Reach Me in AAM – Avaya Aura Messaging

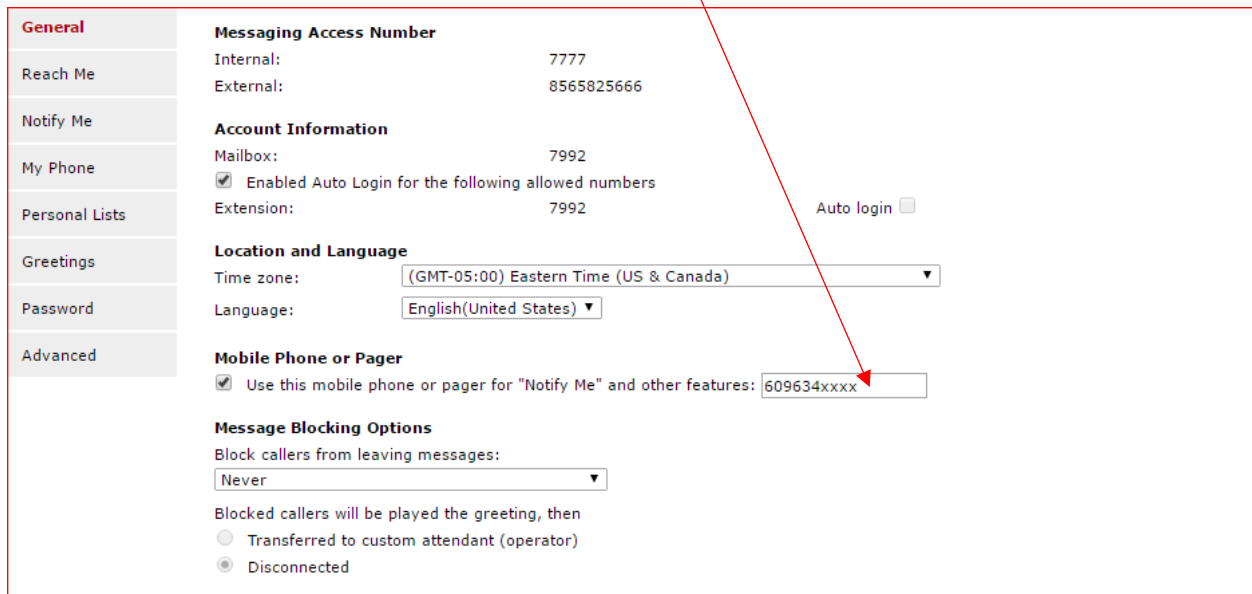
1. Log in to the user interface at <https://voicemail1.wtps.org:7443/user/login> with your extension and voicemail password



The image shows the Avaya Aura Messaging login interface. At the top, the logo reads "AVAYA aura. | messaging". Below this, the section "User Preferences" contains two input fields: "Mailbox number:" with the value "7xxx" and "Messaging password:" with masked characters "*****". A "Log In" button is positioned below the password field. At the bottom, a copyright notice states "© 2010-2014 Avaya Inc. All rights reserved."

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



The image displays the "General" settings page in the Avaya Aura Messaging user interface. A red arrow points from the instruction in the previous block to the "Mobile Phone or Pager" field. The page is organized into sections:

- Messaging Access Number**
 - Internal: 7777
 - External: 8565825666
- Account Information**
 - Mailbox: 7992
 - ☒ Enabled Auto Login for the following allowed numbers
 - Extension: 7992
 - Auto login ☐
- Location and Language**
 - Time zone: (GMT-05:00) Eastern Time (US & Canada)
 - Language: English(United States)
- Mobile Phone or Pager**
 - ☒ 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
 - ☐ Transferred to custom attendant (operator)
 - ☒ 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® Message
System Management Interface

Administration

This Server: av

DEBBIE BROWN (7992)

AVAYA
aura.

General

Reach Me

Notify Me

My Phone

Personal Lists

Greetings

Password

Advanced

User Preferences

Reach Me

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: other phone: 856589xxxx

After 4 rings: go to voice messaging

Reach Me Schedule

☒ Forward calls only between: 9 00 AM

and: 4 00 PM

on: ☒ Monday ☐ Saturday

☒ Tuesday ☐ Sunday

☒ Wednesday

☒ Thursday

☒ Friday

Save

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.