

Checking SGSC Voicemail

Visual Voicemail via the Desk Phone

From your SGSC Avaya desk phone, you are able to check your voicemail messages by pressing the Message button on your phone. The Message button will access Visual Voicemail and you will navigate the voicemail menu through the LCD display of the phone, the navigation arrows, and the OK button.

Dialing in to Voicemail

You also have the ability to dial in to voicemail to retrieve your messages. You may dial in to one of the following numbers to access SGSC voicemail.

From SGSC Avaya Phone: *17
 Douglas Local Number: (912)260-4400
 Waycross Local Number: (912)449-7444

Once dialed into voicemail, you will have to enter your extension number followed by the pound sign and your passcode followed by the pound sign. You can then follow the voice prompts to navigate the voicemail options. You may also refer to the quick reference guide below for voicemail menu navigation.

AVAYA IP Office Intuity

<p>After Login</p> <ul style="list-style-type: none"> 1 Record 2 Get Messages 3 Greetings 5 Personal 7 Quick Scan 	<p>2 Get Messages</p> <ul style="list-style-type: none"> 0 Skip header 1 Reply 2 Restart 3 Pause on/off 5 Rewind
<p>7 Quick Scan</p> <ul style="list-style-type: none"> 1 All 2 Headers only 3 Messages only 	<p>General</p> <ul style="list-style-type: none"> * 4ⁿ Help * 7ⁿ Return * 8ⁿ Transfer * 0 Operator 6 Advance # Save & skip * 3ⁿ Delete * * 8ⁿ Undelete * * 4 Skip * * 6ⁿ Name/Number Directory * * 7ⁿ Relogin * * 9ⁿ Exit

<p>1 Record Message</p> <ul style="list-style-type: none"> 1 Record <ul style="list-style-type: none"> 1 Start/Stop 2 Rewind # Approve # Enter address <ul style="list-style-type: none"> * 2ⁿ Name/Number Switch * 3ⁿ Delete address # # Finish addressing # Send 	<p>3 Greetings</p> <ul style="list-style-type: none"> 0 Listen to... 1 Create, change 2 Scan all 3 Activate
<p>5 Personal</p> <ul style="list-style-type: none"> 4 Password 5 Record Name 6 Address after/before record 7 1 Call Answer 	

Note: Unsaved messages are deleted after a period. To save, press # when played.