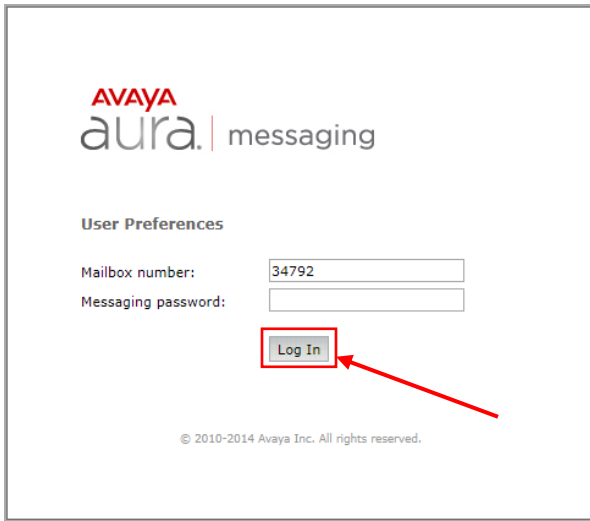


Voicemail Reach Me Number

1. Navigate to the avaya voicemail management URL ("<https://avayams.und.edu:7443/user/login>")
2. Enter your 5 digit extension (3xxxx) and your voicemail password. Click "Log In"



3. On the left side of the window click "Reach Me"



4. Select "Forward calls to the Reach Me numbers below" option under "Call Handling".

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

5. Select "other phone: from the first drop down under "Reach Me Numbers" and enter your 10 digit number in the text box.

Reach Me Numbers

Forward calls to the following phone numbers (up to three), in this order:

First:

After rings:

6. *(OPTIONAL) – You can schedule when the “reach me” number is active, and you can require callers to record their name prior to the call being forwarded.

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: 2182778004

After 3 rings: go to voice messaging

Reach Me Schedule

Forward calls only between: 9 00 AM and: 5 00 PM

on: Monday Saturday
 Tuesday Sunday
 Wednesday
 Thursday
 Friday

7. Click the “Save” button at the bottom of the page and “Log out” on top right corner of the page.