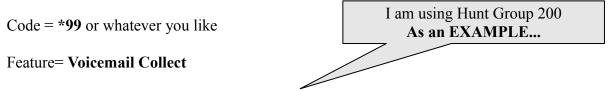
## **Avaya IP Office Essential**

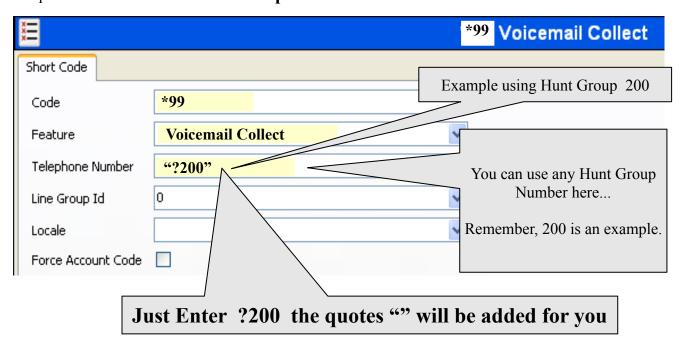
#### **Code and Button**

### **Accessing General Delivery / Hunt Group Mailbox**

Create a new Short Code (Each Hunt Group with a Mailbox needs its own Short Code)



Telephone Number = "? + Hunt Group Extension Number + "



Make sure the Hunt Group Voice Mail is On. Also assign a password.

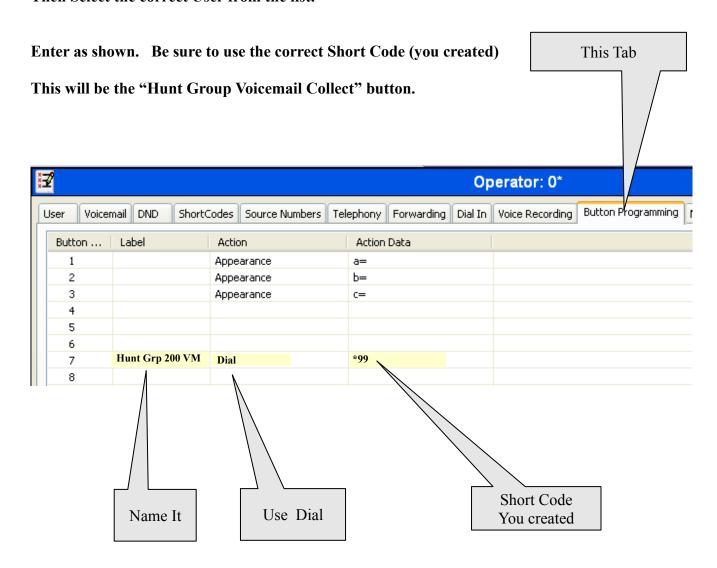


## **Avaya IP Office Essential**

# **Accessing General Delivery / Hunt Group Mailbox**



Then Select the correct User from the list.



You also use this button to Record the Greeting for the Hunt Group Mailbox. You can record the General Delivery / Hunt Group Mailbox Greeting by dialing \*3 (STAR 3) when you are in the mailbox.

# **Avaya IP Office Essential**

# **Accessing General Delivery / Hunt Group Mailbox**

This part is also done in the User area

Add the following: H200 (You can add it to multiple Users)

This will tell the IP Office to turn on the Message Waiting Light for the Hunt Group Mailbox

If you have more than 1 Hunt Group Mailbox that you need to be notified when there are messages, add them too.

