



How to access your Avaya Phone from Home (Update Greetings & Voicemail)

This tutorial will show you how to access your Avaya Phone from home

1. Dial 859-344-4040
2. Enter you extension and enter #
3. Enter your password and enter #
 - a. Select 1 to record message
 - b. Select 2 to get message
 - c. Select 3 to administer personal greetings

If you need any assistance please contact the IT Helpdesk in one of the following ways.
Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.
