

SENDING MESSAGES

Record and send a message

- ▶ From the main menu, press **2**
- ▶ Record—when finished press **#**
Options: To erase and rerecord, press *****
To hear your message, press **1**

- ▶ Enter destination
- ▶ Optional: enter delivery options
 - 1 Private
 - 2 Urgent
 - 3 Message confirmation
 - 4 Future delivery
- ▶ Send, press **#**

Destination options

- Send messages to other users, group lists, guest mailboxes or home mailboxes
- If you don't know a mailbox number, press **#** to spell the name, last name first. Q=7, Z=9

REVIEWING AND RESPONDING

Listen to messages

- ▶ To review unheard voice messages, press **1-1**
OR
- ▶ To review fax messages, press **1-3**

Listening controls

- Use playback controls to rewind, pause or fast forward and to change the speed or volume
See Playback Controls in Legend on other side.
- Press **5** to hear a message's envelope (the sender, time, length, etc.)
- Press **1-1** to rewind to beginning of message
- Press **3-3** to go to the end of message
- Press **#** to skip to the next message
- Press **#-#** to skip to saved (archived) messages

Reply to a message

- ▶ At end of message, press **8**
- ▶ Record reply—when finished, press **#**
- ▶ Send, press **#**

Reply by calling the sender

- ▶ At end of message, press **8-8**
- ▶ System dials sender's phone number
You cannot reply to messages from outside callers.

Send a copy

- ▶ At end of message, press **6**
- ▶ Record introduction—when finished, press **#**
- ▶ Enter destination
- ▶ Send, press **#**
You can record voice introductions and send copies of fax messages to other fax mail users.

Send a copy with other introductions removed

- ▶ At end of message, press **6-6**
- ▶ Record introduction—when finished, press **#**
- ▶ Enter destination
- ▶ Send, press **#**

USING FAX MAIL

Set or change primary printing destination

- ▶ From the main menu, press **4-2-3-1**
Depending on your system, you may need to enter a 10-digit printing destination even if a long distance call isn't required.

Print a fax

- ▶ From the main menu, press **1-3**
- ▶ Choose fax option
 - 1 Unheard fax
 - 2 Archived fax
 - 4 All unprinted faxes
- ▶ Print, press **2**
- ▶ Choose printing destination:
 - 1 Primary
 - 2 Alternate
 - 3 Current

Set autoprint

- ▶ From the main menu, press **4-2-3-2**
When autoprint is on, faxes will be sent to your primary fax printing destination upon receipt in your mailbox.

Send a fax to your mailbox

- Before placing the document in the feeder tray:
- ▶ Lift the handset of the fax machine
 - ▶ Call or be forwarded to your mailbox
 - ▶ During the greeting, press **4** for fax options
 - ▶ Listen to the spoken prompts and follow directions

LOCATING MESSAGES

Locate a message you sent

- ▶ From the main menu, press **3-1**

Locate a message received in your mailbox

- ▶ From the main menu, press **3-2**
- ▶ Choose source:
 - From subscribers, press **1**
 - From all outside callers, press **2**
 - From specific outside caller, press **3***Search for messages by subscriber name, mailbox number or group list.*

SETTING MESSAGE NOTIFICATION

Set outcall notification

- ▶ From the main menu, press **4-1**
- ▶ Turn **on** notification, press **1**
- ▶ Turn **off** notification, press **2**

Set your outcall notification schedule

- ▶ From the main menu, press **4-4**
- ▶ Choose schedule:
 - 1 1st schedule
 - 2 2nd schedule
 - 3 Temporary schedule*A temporary schedule overrides the other two schedules.*

MANAGING YOUR MAILBOX

Change your password

- ▶ From the main menu, press **4-2-1-1**
- ▶ Choose password type:
 - 1 Personal
 - 2 Home
 - 3 Guest 1
 - 4 Guest 2
 - 5 Secretary

Record personal greeting

- ▶ From the main menu, press **4-3-1-2**
- ▶ Choose one:
 - 1 Away from phone
 - 2 On phone*If you don't record an on-phone greeting, your away-from-phone greeting always plays.*

Record an extended-absence greeting

- ▶ From the main menu, press **4-3-2**
An extended absence greeting replaces your personal greeting. Delete the extended absence greeting to restore your personal greeting.

Change prompt levels

- ▶ From the main menu, press **4-2-1-3**
- ▶ Choose prompt level:
 - 1 Standard
 - 2 Extended (detailed prompts)
 - 3 Rapid (brief prompts)

Use group lists

- ▶ From the main menu, press **4-2-1-2**
- ▶ Choose action:
 - 1 Create new list
 - 2 Edit existing list
 - 3 Delete list
 - 4 Hear list names*Each list can hold up to 25 mailbox addresses.*

Turn on date and time

- ▶ From the main menu, press **4-2-1-4**

Rerecord your name

- ▶ From the main menu, press **4-3-3**

HELPFUL TIPS

Use power keys

- Hear online help while using your mailbox, press **0**
- Cancel a command or back up one menu, press *****
- Bypass a greeting or interrupt a prompt, press **#**

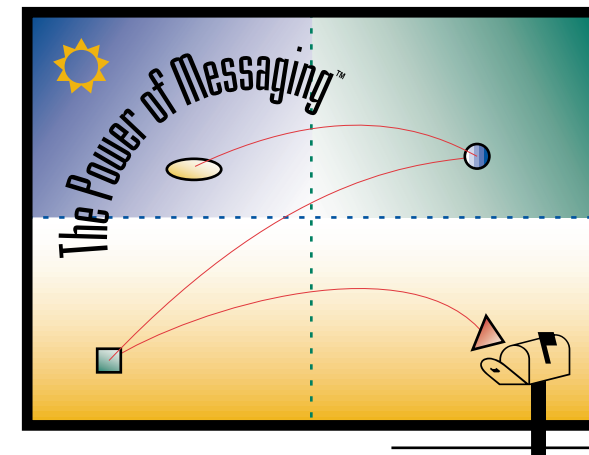
Press same-key commands quickly

- If you are prompted to press the same key two times (**2-2**), press the key quickly, or the system may misinterpret your input.

Lucent Technologies

Octel Messaging Division
1001 Murphy Ranch Road
Milpitas, CA, USA 95035-7912
<http://www.octel.com>

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QUICK REFERENCE GUIDE
for Aria™ Software

THE POWER OF MESSAGING

Voice messaging gives you the ability to communicate effectively from any touchtone phone 24 hours a day, with one person or many. We want you to be familiar with the Octel® system as soon as possible, so you can put it to work for you. This guide explains a few of the system's important features. For more information, ask your system manager.

TIPS: • Before you reach your mailbox, you may hear some special system messages. You should listen to these messages before you proceed.

• Depending on the way your system is set up, some features may not be available to you, and you will not be prompted for those options.

ENTERING THE SYSTEM

From your office phone

- Call the internal Octel system number _____
- Enter your password _____

From outside the company

- Call the Octel system number _____
 - Press [#] to indicate you are a subscriber _____
 - Enter your mailbox number _____
 - Enter your password _____
- Always keep your password in a secure place

ARIA™ AT-A-GLANCE

