

## 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 **#**

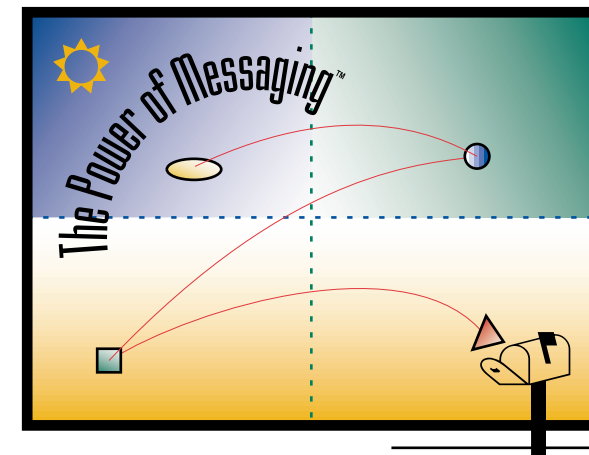
### Press same-key commands quickly

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

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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

