Instructions for printing: Print p. 1 on one side of stock, p. 2 on other side. Then cut along dotted lines.

Aria® Telephone User Interface for Avaya Modular Messaging

ACCESSING YOUR MAILBOX

1. Call the system access number.

   Note: If you are calling from someone else's office extension or a telephone outside of your office, then:

   - When you are prompted to enter the password for the extension from which you are calling, press [*] [#].
   - When you are prompted to enter the extension of the person you are calling, press [#].

2. Enter your mailbox number.

3. Enter your password followed by [#].

Listening to messages [1]

Voice messages	[1]
E-mail messages	[2]
Fax messages	[3]

While listening to a message

Rewind	[1]	Quieter	[7]
Pause/Resume	[2]	Reset volume / next language*	[8]
Forward	[3]		
Slower	[4]	Louder	[9]
Envelope	[5]	Reset speed	[0]
Faster	[6]	Skip	[#]

* If your system supports multiple languages

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After listening to a message

Print	[2]	Replay	[4]
Forward	[6]	Erase	[7]
Reply	[8]	Skip	[#]

To send a voice message [2]

1. Record message and press [#]
2. Enter mailbox address and press [#]
   To spell name, press [#]
3. Repeat Step 2 for more addresses
4. When finished, press [#] [#]
5. To send, press [#]

To change your settings [4]

Record greetings	[1]
Turn special features on/off	[2]
Default fax number	[4]
Personal distribution lists	[6]
Password	[9]

Shortcuts

Cancel/return to menu/exit	[*]
Finish/skip	[#]
Bypass system greeting	[#]

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After listening to a message

Print	[2]	Replay	[4]
Forward	[6]	Erase	[7]
Reply	[8]	Skip	[#]

To send a voice message [2]

1. Record message and press [#]
2. Enter mailbox address and press [#]
   To spell name, press [#]
3. Repeat Step 2 for more addresses
4. When finished, press [#] [#]
5. To send, press [#]

To change your settings [4]

Record greetings	[1]
Turn special features on/off	[2]
Default fax number	[4]
Personal distribution lists	[6]
Password	[9]

Shortcuts

Cancel/return to menu/exit	[*]
Finish/skip	[#]
Bypass system greeting	[#]

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After listening to a message

Print	[2]	Replay	[4]
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Record greetings	[1]
Turn special features on/off	[2]
Default fax number	[4]
Personal distribution lists	[6]
Password	[9]

Shortcuts

Cancel/return to menu/exit	[*]
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After listening to a message

Print	[2]	Replay	[4]
Forward	[6]	Erase	[7]
Reply	[8]	Skip	[#]

To send a voice message [2]

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2. Enter mailbox address and press [#]
   To spell name, press [#]
3. Repeat Step 2 for more addresses
4. When finished, press [#] [#]
5. To send, press [#]

To change your settings [4]

Record greetings	[1]
Turn special features on/off	[2]
Default fax number	[4]
Personal distribution lists	[6]
Password	[9]

Shortcuts

Cancel/return to menu/exit	[*]
Finish/skip	[#]
Bypass system greeting	[#]

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After listening to a message

Print	[2]	Replay	[4]
Forward	[6]	Erase	[7]
Reply	[8]	Skip	[#]

To send a voice message [2]

1. Record message and press [#]
2. Enter mailbox address and press [#]
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To change your settings [4]

Record greetings	[1]
Turn special features on/off	[2]
Default fax number	[4]
Personal distribution lists	[6]
Password	[9]

Shortcuts

Cancel/return to menu/exit	[*]
Finish/skip	[#]
Bypass system greeting	[#]

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After listening to a message

Print	[2]	Replay	[4]
Forward	[6]	Erase	[7]
Reply	[8]	Skip	[#]

To sending a voice message [2]

1. Record message and press [#]
2. Enter mailbox address and press [#]
   To spell name, press [#]
3. Repeat Step 2 for more addresses
4. When finished, press [#] [#]
5. To send, press [#]

To change your settings [4]

Record greetings	[1]
Turn special features on/off	[2]
Default fax number	[4]
Personal distribution lists	[6]
Password	[9]

Shortcuts

Cancel/return to menu/exit	[*]
Finish/skip	[#]
Bypass system greeting	[#]

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After listening to a message

Print	[2]	Replay	[4]
Forward	[6]	Erase	[7]
Reply	[8]	Skip	[#]

To sending a voice message [2]

1. Record message and press [#]
2. Enter mailbox address and press [#]
   To spell name, press [#]
3. Repeat Step 2 for more addresses
4. When finished, press [#] [#]
5. To send, press [#]

To change your settings [4]

Record greetings	[1]
Turn special features on/off	[2]
Default fax number	[4]
Personal distribution lists	[6]
Password	[9]

Shortcuts

Cancel/return to menu/exit	[*]
Finish/skip	[#]
Bypass system greeting	[#]

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After listening to a message

Print	[2]	Replay	[4]
Forward	[6]	Erase	[7]
Reply	[8]	Skip	[#]

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Turn special features on/off	[2]
Default fax number	[4]
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