Accessing Your Mailbox

1. Dial into the system.
   From inside: _______________________________________
   From outside: _______________________________________
2. Press # when the system answers.

   Note: You may not need to go through these steps if you are dialing in from within your company, and if your telephone system offers voice messaging integration. In most cases, you will need only to enter your password.
3. Enter your Mailbox number.
4. Enter your password.

Change Your Password

1. Log into your mailbox.
2. From the Main Menu, press 4.
3. From the Personal Mailbox Options, press 9.
4. Follow the voice instructions to modify your password.

Listen to Voice Messages

1. Log into your Mailbox.
2. From the Main Menu, press 1.
3. Select one of the following options:
   New (unread) messages, press 1
   Old (read) message, press 2
   All messages, press 9

Message Playback Control

During message playback:
   Rewind message (5 sec), press 1
   Pause message (5 sec), press 2
   Fast Forward message (5 sec), press 3

Configuring Greetings

Note: The keys entered here assumes that you’re logged in and are currently in the main menu.

<table>
<thead>
<tr>
<th>Mailbox Configuration</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Change your Name</td>
<td>4-3-3</td>
</tr>
<tr>
<td>Change your Extended Absence Greeting</td>
<td>4-3-2</td>
</tr>
<tr>
<td>Change your Personal Mailbox Greeting</td>
<td>4-3-1</td>
</tr>
<tr>
<td>Change Location to In Office</td>
<td>4-6-1</td>
</tr>
<tr>
<td>Change Location to Extended Absence</td>
<td>4-6-6</td>
</tr>
<tr>
<td>Change your Password</td>
<td>4-2-1-1</td>
</tr>
</tbody>
</table>

Note: The keys entered here assumes that you’ve listened to or are listening to a message.

<table>
<thead>
<tr>
<th>Message Playback Control</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reply to Message</td>
<td>8</td>
</tr>
<tr>
<td>Save Message</td>
<td>9</td>
</tr>
<tr>
<td>Delete Message</td>
<td>7</td>
</tr>
</tbody>
</table>
Aries TUI Flowchart
(Avaya Aria Emulation)

START HERE

Main Menu
1. Listen to Messages in Inbox Folder
2. Send New Message
3. Return to Auto Attendant
4. Disconnect

Personal Mailbox Options
1. Turn Notification Schedule On/Off
2. Administrative Options
3. Greeting Options
4. Notification Schedule
5. Mailbox Forwarding Options
6. Change Location
7. Return to Main Menu

Change Location
1. Change Location (In Office)
2. Change Location (Away on Business)
3. Change Location (At Home)
4. Change Location (Meeting)
5. Change Location (At Lunch)
6. Change Location (Extended Absence)
7. Review Availability and Location
8. Return to Main Menu
9. Change Availability

Message Playback Options (while listening to message)
1. Rewind (5 sec)
2. Pause (5 sec)
3. Fast Forward (5 sec)

End of Message Options (you are sent here after all message playback)
1. Print Fax
2. Review Message
3. Listen to Time And Date Stamp
4. Forward Message
5. Send Message to Deleted Folder
6. Reply Menu
7. Skip/Save
8. Return to Main Menu
9. Skip to Next Message without change in the Read Status

After Message Options
1. Send Message to Deleted Folder
2. Reply Menu
3. Skip/Save
4. Go to End of Message Options

Send F/R (Forward or Reply)
1. Review Recorded Message
2. Rerecord Message
3. Append to Recorded Message
4. Cancel Message and Return to Main Menu
5. Message Addressing Options
6. Send Message

Reply to Message Options
1. Reply to Sender Only
2. Reply to All Recipients
3. Call Back to Sender
4. Return to Previous menu

Forward / Reply to Message Options
1. Review Recorded Message
2. Reply to All Recipients
3. Call Back to Sender
4. Cancel Message and Return to Previous Menu
5. Message Addressing Options

Message Addressing Options
1. Review Distribution List Members
2. Delete Distribution List Member
3. Add Distribution List Member
4. Return to Distribution List Options
5. Add Distribution List
6. Modify Distribution List
7. Delete Distribution List
8. Listen to Distribution List
9. Return to Personal Mailbox Options

Distribution List Options
1. Add Distribution List
2. Modify Distribution List
3. Delete Distribution List
4. Listen to Distribution List
5. Return to Personal Mailbox Options

Modify Distribution List
1. Add Distribution List Member
2. Delete Distribution List Member
3. Review Distribution List Members
4. Return to Distribution List Options

Administrative Options
1. Voicemail Options
2. Fax Options
3. Return to Previous Menu

Voicemail Options
1. Create/Change Password
2. Distribution List Options
3. Return to Previous Menu

Greeting Options
1. Personal Greetings
2. Record Location Greeting (Extended Absence)
3. Change Recorded Name
4. Return to Personal Mailbox Options

Notification Schedule
1. Add Notification Schedule
2. Modify Notification Schedule
3. Turn Schedule On / Off
4. Delete Notification Schedule
5. Listen to Notification Schedule
6. Return to Notification Schedule
7. Return to Personal Mailbox Options

This flowchart only reflects the commonly used commands. Not all functions available on the Telephone User Interface may be present.