**REVIEWING AND RESPONDING**

**Listen to messages**
- To review unheard voice messages, press **1–1**
- 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.

**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.

**Schedul and respond**
- From the main menu, press **4–2–3–1**
- Choose your schedule:
  - Primary
  - Alternate
  - Current

**Set your outcall notification**
- From the main menu, press **4–2–1**
- Cancel a command or back up one menu, press **4**

**HELPFUL TIPS**

**Use power keys**
- To hear online help while using your mailbox, press **4**
- To reset your mailbox, press **5**

**OCTEL MESSAGING DIVISION**

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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 these options. In addition, your telephone system may not support some features.

ENTER THE SYSTEM
• Call the system
• Listen to the introductory prompt
• Press [2]
• Enter your mailbox number
• Enter your password

From outside the company
• Call the Octel system number
• Press [2] 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

[Diagram showing various options and features of the ARIA system, including entry into the system, messaging options, and administrative controls.]

MAIN MENU
1 Review Messages
2 Send Messages
3 Locate Messages
4 Personal Options
5 Restart
6 Applications
7 Exit

PERSONAL OPTIONS
Notification on/off
Administrative options
Greetings
Notification schedule
Mailbox forwarding
Security options

ADMINISTRATIVE OPTIONS
Voice mail options
Fax options

GREETINGS
Personal greeting
Extended absence name

NOTIFICATION SCHEDULE
1st Schedule
2nd Schedule
Temporary

MAILBOX FORWARDING
Establish/change forwarding destination
Cancel forwarding destination

FAX OPTIONS
Set up/hang up faxing
print, printing destination
Auto print on/off

SPEED OPTIONS
Access security
Access, ceasing off
Hour tutorial

VOICE-MAIN ADMINISTRATIVE OPTIONS
Voice mail

PASSWORDS
Personal
Home (Mailbox 1)
Guest 1 (Mailbox 95)
Guest 2 (Mailbox 96)
Secretary

GROUP LISTS
Create
Delete
List names

POWER KEYS
These controls while used may not be available, while recording messages.

PLAYBACK CONTROLS
Use these controls while reading fax messages, voice messages.

LEGEND

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