Lucent Technologies
Bell Labs Innovations

MAILBOX TRANSITION GUIDE
INTUITY AUDIX, INTUITY ARIA, OCTEL ARIA

Welcome to your new Lucent mailbox! Learning to use a different mailbox really isn't difficult, especially if you listen to the spoken prompts and use the help feature. You will discover some new capabilities, and will soon be using the power of messaging to accomplish more in less time.

ABOUT THIS GUIDE

This guide translates what you already know about using messaging into the corresponding capabilities in your new mailbox.

- Page 2 highlights how to use this guide.
- Pages 3–14 cover most of the features of your current and former mailboxes.

◆ = Feature not standard; availability depends on enabling a feature option on the system or for your mailbox.

IMPORTANT NUMBERS

Calling the system from within the company   _____

Calling the system from outside the company   _____

Your mailbox number   _____

Number to call if you have questions   _____

HOW TO USE THIS GUIDE

This Mailbox Transition Guide includes a matrix that covers main features offered in 3 Lucent mailboxes: INTUITY AUDIX, INTUITY ARIA, OCTEL ARIA.

With the help of this guide, you can quickly identify features in your new mailbox and discover how they are different from those in your previous mailbox. This guide supplements the spoken prompts and Help. It also enhances the training for transitioning from one Lucent mailbox to another.

CONVENTIONS

◆   Features marked with the symbol ◆ are optional features that may not currently be available in your current mailbox. Some features must be enabled by the system administrator; others may be enabled by you.

—   Features marked with the symbol — are unavailable in the corresponding mailbox.

	INTUITY AUDIX		INTUITY ARIA		OCTEL ARIA	
ENTERING YOUR MAILBOX/ LOGGING ON	When calling from outside the company	**✲7** and extension number and password	When calling from outside the company	**#** and mail-box number and pass-word	When calling from outside the company	**#** and mail-box number and pass-word
	When calling from your office phone	**#** and password	When calling from your office phone ◆	Enter password	When calling from your office phone ◆	Enter password
MESSAGING	Record	**1**	Record a Message	**2**	Record a Message	**2**
Options During Recording	—		Rewind	**1**	Rewind	**1**
	Stop Recording/ Restart	**1/1**	Pause/Restart	**2/2**	Pause/Restart	**2/2**
	—		Continue recording (after Pause or Rewind)	**5**	Continue recording (after Pause or Rewind)	**5**

	INTUITY AUDIX		INTUITY ARIA		OCTEL ARIA	
	Play Back	2-3	Rewind to beginning	1-1	Rewind to beginning	1-1
	Approve	#	End recording	#	End recording	#
Addressing Options	Names Directory	*2 (*A)	Dial-by-Name	#	Dial-by-Name	#
	Delete previous entry	*3	Cancel address	*	Cancel address	*
	Use Mailing List	*5 (*L) and list number	Group List	Enter list number	Group List	Enter list number
	Cancel message	*-7	Cancel message (don't send)	*-*	Cancel message (don't send)	*-*
	—		When finished addressing ◆	#-#	—	

	INTUITY AUDIX		INTUITY ARIA		OCTEL ARIA	
Delivery Options	Mark Private	1	Private	1	Private	1
	Mark Priority◆	2	Urgent	2	Urgent	2
	Schedule Delivery	3	Future Delivery	4	Future Delivery	4
	—		Review address list ◆	5	—	
	File a Copy	4	—		—	
	—		—		Confirm Receipt	3-1
	—		—		Notify of non-receipt	3-2
Sending	Send	#	Send	#	Send	#

	INTUITY AUDIX		INTUITY ARIA		OCTEL ARIA	
HEARING MESSAGES						
Listening (From Main Menu/ Activity Menu)	Get messages and listen	2-0	Review	1	Review	1
	—		—		Review unheard messages	1-1
	—		—		Review all messages	1-2
	—		—		Review archived messages	1-2-#-#
	—		—		Review fax messages	1-3
	—		—		Print all faxes	1-3-4
While Listening	Replay Header	2-3	Envelope information	5	Envelope information	5
	Play/Pause	3	Pause/Restart	2-2	Pause/Restart	2-2

INTUITY AUDIX		INTUITY ARIA		OCTEL ARIA	
Back Up	5	Rewind	1	Rewind	1
Rewind	2	Rewind to beginning	1-1	Rewind to beginning	1-1
Advance	6	Forward	3	Forward	3
Advance to end	6-6	Forward to end	3-3	Forward to end	3-3
Louder	4	Louder	9	Louder	9
Softer	7	Normal volume	8	Normal volume	8
Faster	9	Faster	6	Faster	6
Slower	8	Slower	4	Slower	4
Delete	*3 (*D)	Erase	7	Erase	3-3-7
—		Save	3-3-9	Save	3-3-9
Skip to Next Message	#	Skip to Next Message	#	Skip to Next Message	#

	INTUITY AUDIX		INTUITY ARIA		OCTEL ARIA	
	Skip to Next Category	*-#	Skip to Next Queue	#-#	Skip to Next Queue	#-#
	Step Back	2	Step back	1	Step back	1
	Return to Activity Menu	*7	Return to Main Menu	*	Return to Main Menu	*
End of Message Options	At the end of a message you have all the playback options PLUS:		At the end of a message you have all the playback options of 1, 1-1, 5, PLUS:		At the end of a message you have all the playback options PLUS:	
	Delete	*3 (*D)	Erase	7	Erase	7
	Save	*-#	Save	9	Save	9
	Skip to Next Category	*-#	Skip to Next Queue	#-#	Skip to Next Queue	#-#
	Skip Message	#	Skip Message	#	Skip Message	#

INTUITY AUDIX		INTUITY ARIA		OCTEL ARIA	
Reply by Voice Mail	1-7	Reply	8	Reply	8
—		Cancel Reply	*-*	Cancel Reply	*-*
Call Sender	1-0	Call Sender◆	8-8	Call Sender◆	8-8
Forward with comment	1-2	Send copy with your introduction	6	Send copy with your introduction	6
Send to someone else	1-4	—		Send copy (remove other introductions)	6-6
—		Replay Message	4	Replay Message	4
—		Envelope Information	5	Envelope Information	5
Return to previous menu◆	1-#	Return to previous menu	*	Return to previous menu	*

	INTUITY AUDIX		INTUITY ARIA		OCTEL ARIA	
Printing a Fax Received◆	Print to default printer number◆	＊-1-#	Print to primary fax destination◆	1-2-1	Print to primary fax destination◆	1-3-4-2-1
	Specify destination◆	＊-1	Print to alternate fax destination◆	1-2-2	Print to alternate fax destination◆	1-3-4-2-2
	Print to current location◆	＊-1-#-6	Print to current location◆	1-2-3	Print to current location◆	1-3-4-2-3
	—		—		Send fax to non-subscriber◆	1-3-4-2-4
MANAGING YOUR MAILBOX						
Greetings	Create or change greeting	3-1	Record or change greeting	4-3-1	Record or change greeting	4-3-1

	INTUITY AUDIX		INTUITY ARIA		OCTEL ARIA	
	—		Record or change greet-ing callers hear <u>when you don't answer your phone</u>	**4-3-1-2-1**	Record or change greet-ing callers hear <u>when you don't answer your phone</u>	**4-3-1-2-1**
	—		Record or change greet-ing callers hear <u>when you're on the phone</u>	**4-3-1-2-2**	Record or change greet-ing callers hear <u>when you're on the phone</u>	**4-3-1-2-2**
	Administer Call Types	**3-4**	—		—	
	—		Record Extended Absence Greeting◆	**4-3-2◆**	Record Extended Absence Greeting◆	**4-3-2◆**
Name	Rerecord name	**5-5**	Record or Change Name	**4-3-3**	Record or Change Name	**4-3-3**

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	INTUITY AUDIX		INTUITY ARIA		OCTEL ARIA	
Message Notification	—		Outcall Notification schedule◆	4-4	Outcall Notification schedule◆	4-4
	—		Turn Outcall Notification on/off◆	4-1	Turn Outcall Notification on/off◆	4-1
Security Code	Change password	5-4	Change password	4-2-1-1	Change password	4-2-1-1
Group List	Mailing lists	5-1	Personal distribution lists	4-2-1-2	Personal distribution lists	4-2-1-2
Prompt Levels	—		—		Change prompt level	4-2-1-3
Forwarding Messages (to a remote mailbox)	—		Mailbox forwarding◆	4-5	Mailbox forwarding◆	4-5
Access Security	—		—		Security options	4-6

		INTUITY AUDIX		INTUITY ARIA		OCTEL ARIA
LOCATING MESSAGES	Outgoing/ Filed messages	4	Check message sent (by destina- tion)	3-1	Check message sent (by destina- tion)	3-1
	Scan Headers	7-2	Message Locator/ Message Received	3-2	Message Locator/ Message Received	3-2
OTHER	Help	*4	Get Help	0	Get Help	0
	Return to Activity Menu	*7	Return to Main Menu	*-*	Return to Main Menu	*-*
	—		—		Initiate Exit (If any new mes- sages received during session, you can hear them now by pressing **1-1**)	*

	INTUITY AUDIX		INTUITY ARIA		OCTEL ARIA	
Exit system	**9	Exit mailbox	* until system says "Good-bye"	Exit mailbox	* until system says "Good-bye"
Transfer	*8	Exit and enter another number	* until system greeting plays or press 6 from Main Menu	Exit and enter another number	* until system greeting plays or press 6 from Main Menu

† Extended Absence Greeting (EAG)
† Mailbox Automatic Forwarding (MAF)

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† Ask your system administrator for details.

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