RECORDING AND SENDING

Creating a new voice message
- ◗ From the main menu `2`
- ◗ Record message
- ◗ When finished `#`
- ◗ Enter destinations (Press `#` to spell name)

or

- ◊ ◗ When finished entering all destinations `#`–`#`
- ◗ Specify delivery options (see below)
- ◗ Send `#`

TIPS:
- • To erase and rerecord `*`
- • If you don't know the mailbox number, `#` to spell last name Q = 7 Z = 9

Specifying delivery options
- Private `1`
- Urgent `2`
- Future delivery `4`
- ◊ Review destination list `5`

LISTENING AND RESPONDING

Reviewing voice messages
- From the main menu `1`

TIPS:
- • Use playback controls during message play
- • Skip to next message `#`
- • Skip to next queue `#`–`#`

Replying to a message
- ◗ At end of message `8`
- ◗ Record reply
- ◗ When finished `#`
- ◗ Send `#`

Replying by calling the sender
- ◗ At end of message `8`–`8`
- ◗ System dials sender's phone number

TIP:
- • You cannot reply to messages from outside callers.

Sending a copy
- ◗ At end of message `6`
- ◗ Record introduction
- ◗ When finished `#`
- ◗ Enter mailbox number
- ◗ Send `#`

◊ Enhanced Addressing Mode (optional feature) only

RECEIVING FAX MESSAGES

Printing a fax sent to your mailbox
- ◗ From the main menu `1`
- ◗ Print `2`
- ◗ Choose:
    - Primary destination `1`
    - Alternate destination `2`
    - Current location `3`

Setting or changing your primary fax destination
- ◗ From the main menu `4`–`2`–`2`–`1`

Telling the system to auto print or not print each fax to the primary destination as soon as it is received `4`–`2`–`2`–`2`

LOCATING MESSAGES

Locating messages you have sent
- ◗ From the main menu `3`–`1`

Locating message you have received
- ◗ From the main menu `3`–`2`
- ◗ Choose source:
    - From specific user `1`
    - From all outside callers `2`
    - From specific outside callers `3`

SETTING OUTCALL NOTIFICATION

Controlling when the message server outcalls to you with notification that you have messages
- ◗ From the main menu `4`–`1`
- ◗ Choose one:
    - Do call `1`
    - Do not call `2`

Setting up your outcall notification schedule
- ◗ From the main menu `4`–`4`

TIP:
- • When you enter the telephone number, include area code if different from that of your message server.

PERSONALIZING YOUR MAILBOX

Changing your passwords—do it frequently
- ◗ From the main menu `4`–`2`–`1`–`1`

Recording personal greeting
- ◗ From the main menu `4`–`3`–`1`–`2`

Recording extended absence greeting
- ◗ From the main menu `4`–`3`–`2`

Using group distribution lists— 15 lists, up to 250 members total
- ◗ From the main menu `4`–`2`–`1`–`2`
- ◗ Choose action:
    - Create `1`
    - Edit `2`
    - Delete `3`

GENERAL TIPS

Press the wrong key?
- • Cancel or back up `*`

Need help?
- • Not sure which key to press `0`
- • Talk to attendant (only at Main Menu) `0`–`0`

Go back to the main menu?
- • Repeat `*` until you hear prompts for reviewing and sending messages

Other tips and shortcuts
- • Bypass message server greeting `#`
- • If prompted to press a key twice, be sure to do it closely together

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ARIA™ User Interface on INTUITY Messaging Solutions

AT-A-GLANCE

THE POWER OF MESSAGING

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 INTUITY messaging server 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, refer to the Aria User Interface on INTUITY Messaging Solutions User Reference Guide.

_____

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 INTUITY Message Server system number   _____
- • Enter your password

When away from your desk
- • Call the INTUITY Message Server system number   _____
- ◊ • Press # to indicate you have a mailbox on the server
- • Enter your mailbox number   _____
- • Enter your password

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ARIA USER INTERFACE ON INTUITY MESSAGING SOLUTIONS AT-A-GLANCE

ENTER THE SYSTEM
- • Call the system
- • Listen to the introductory prompt
- • Press # ◊
- • Enter your mailbox number
- • Enter your password

MAIN MENU

1 Review Messages

END-OF-MESSAGE OPTIONS

Replay	4
Envelope	5
Send copy	6
Erase	7
Reply	8
Reply by calling	8-8
Save	9
Print fax	2

To send a copy of a message with an introduction:
- • Record introduction
- • When finished   #
- • Enter destination
- • Send   #

PRINTING OPTIONS

Primary destination	1
Alternate destination	2
Current location	3

LEGEND

POWER KEYS
These controls are always available:

Help	0
Cancel/exit	*
Finish/skip	#

PLAYBACK CONTROLS
Use these controls while listening to messages. Some controls are available while recording messages.

	REWIND	PAUSE/RESTART	FAST FORWARD
Position	1	2	3
	SLOWER	ENVELOPE	FASTER
Speed	4	5	6
	ERASE	NORMAL	LOUDER
Volume	7	8	9
	CANCEL	HELP	SKIP
	*	0	#

2 Send Messages

To send a voice message:
- • Record message
- • When finished   #

OPTIONAL:
- • Replay message   1

See Playback Controls in Legend

DESTINATION OPTIONS
- • Enter destination number or
- • Press # to spell name
- ◊ • When finished entering all destinations   #-#
- • Send   #
  or
- Select delivery options   0

DELIVERY OPTIONS

Private	1
Urgent	2
Future delivery	4
◊ Review destination list	5

Add	1
Delete	2
Skip	#

Send	#
Cancel	*

◊ **Enhanced Addressing Mode (Optional feature)**

3 Locate Messages

LOCATE

Messages sent	1
Messages received	2

SOURCE

Specific subscriber	1
All outside callers	2
Specific outside callers	3

Enter mailbox number or
Press # to spell name

4 Personal Options

5 Restart

6 Applications

PERSONAL OPTIONS

Notification on/off	1
Administrative options	2
Greetings/names	3
Notification schedule	4
Mailbox forwarding	5

GREETINGS

Personal greeting	1
Extended absence	2
Name	3

NOTIFICATION SCHEDULE

First schedule	1

ADMINISTRATIVE OPTIONS

General options	1
Fax options	2

Standard	1
Personal	2

MAILBOX FORWARDING

Establish/change forwarding destination	1
Cancel forwarding destination	2

GENERAL OPTIONS

Passwords	1
Group lists	2

FAX OPTIONS

Set up/change Primary fax destination	1
Auto print on/off	2

Away from phone	1
On the phone	2

PASSWORDS

Personal	1
Home (mailbox 93)	2
Guest (mailbox 91)	3
Guest 2 (mailbox 92)	4
Secretary	5

GROUP LISTS

Create	1
Edit	2
Delete	3

AUTO PRINT

On	1
Off	2

7 Personal Assistance

Enter number of Personal assistant

* Exit

◊ Optional depending on your system setup.