ARIA™ QUICK CHECK

ENTER YOUR MAILBOX
- ❱ Call the Octel system phone number
- ❱ Press #
- ❱ Enter your mailbox number
- ❱ Enter your password

SEND MESSAGES
- ❱ From the main menu, press **2**
- ❱ Record—when finished, press #
- ❱ Enter destination
  Press # to spell name
- ❱ Send, press #

REVIEW MESSAGES
- ❱ To review unheard voice messages, press **1** - **1**

OR

- ❱ To review fax messages, press ■ – **3**

POWER KEYS

0	Online Help	#	Finish/Skip
0 - **0**	Operator	*	Cancel/Exit
# - #	Skip to saved (archived) messages		

Quick Check

PLAYBACK CONTROLS

1 Rewind	4 Slower
2 Pause/Resume	6 Faster
3 Fast forward	9 Louder
5 Envelope	8 Normal

RESPOND TO MESSAGES

| 8 Reply | 7 Erase |
| 6 Send copy | 9 Save |

IF YOU HAVE A FAX MAILBOX

■-3 Review	7 Erase
2 Print	8 Reply
6 Send copy	9 Save

CHANGE PERSONAL OPTIONS

4-3-1-2	Personal greeting
4-3-2	Extended absence greeting
4-2-1-2	Group lists
4-1	Notification on/off
4-4	Notification schedule
4-5	Mailbox forwarding
4-2-1-1	Passwords