

ARIA™ QUICK CHECK

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 **1** - **3**

POWER KEYS

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



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

- | | | | |
|-----|-----------|---|-------|
| 1-3 | 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 |

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Printed in U.S.A.

07/98 PN 101-1742-000 Version 1

