**Main Menu**

### Aria Emulation

- **Listen to messages**
  - Unread voice messages
  - All voice messages
  - Saved messages
  - Fax messages
  - Email messages
  - Quit

- **Record and send a message**
  - Stop and send
  - Stop and review

- **Locate messages**
  - From another subscriber
  - From outside callers
  - Quit

### PhoneManager™

- **User Options**
  - Personal options
  - Messaging options
  - Automated attendant options
  - Record your standard greeting
  - Record your busy greeting
  - Record your out-of-office greeting

### Access Message

- **Unread voice messages**
- **All voice messages**
- **Saved messages**
- **Fax messages**
- **Email messages**
- **Quit**

### While Listening

- **Transfer to operator**
- **Back up 5 seconds**
- **Pause / Continue**
- **Advance 5 seconds**
- **Advance to end**
- **Decrease speed**
- **Slowest speed**
- **Increase speed**
- **Fastest speed**
- **Change playback language**
- **Go to saved messages**

### Fax/Email Messages

- **Unread messages**
- **All messages**
- **Saved messages**

### Record Message

- **Stop and send**
- **Stop and review**

### Recording Options

- **Send message**
- **Continue recording**
- **Discard and re-record**

### Address Message

- **Enter destination**
- **Address by name**

### Send Options

- **Send**
- **Review routing options**
- **Cancel destination**

### Confirm Addressing

- **Send**
- **Enter destination**
- **Address by name**

### Routing Options

- **Restrict msg forwarding**
- **Set urgent delivery**
- **Return receipt notification**
- **Set future delivery**

### After Listening

- **Print (fax messages only)**
- **Review**
- **Play message info**
- **Forward**
- **Delete**
- **Reply**
- **Transfer to sender**
- **Go to saved messages**
- **Quit**

### Continued from While Listening

- **Advance 5 seconds**
- **Advance to end**
- **Decrease speed**
- **Slowest speed**
- **Increase speed**
- **Fastest speed**
- **Change playback language**
- **Go to saved messages**

### While Listening

- **Stop and send**
- **Stop and review**

### Record Options

- **Send message**
- **Continue recording**
- **Discard and re-record**

### Routing Options

- **Restrict msg forwarding**
- **Set urgent delivery**
- **Return receipt notification**
- **Set future delivery**

### User Options

- **Personal options**
- **Messaging options**
- **Automated attendant options**
- **Record your standard greeting**
- **Record your busy greeting**
- **Record your out-of-office greeting**

### Messaging Options

- **Record a name for a sponsored mailbox**
- **Change a personal distribution list**
- **Change message forwarding**
- **Change message presentation order**
- **Change message envelop settings**

### Automated Attendant Options

- **Change call screening**
- **Change call blocking**
- **Change extension-specific processing**
- **Change diverted call processing**

### Personal Options

- **Change immediate message notification**
- **Change daily message reminder**
- **Record personal greeting**
- **Change security code**
- **Record your name**
- **Record an announcement for a mailbox you sponsor**
- **Change language**
- **Change SMS notification**

### Record Personal Greetings

- **Busy greeting**
- **Standard greeting**
- **Out-of-office greeting**
- **Availability greeting**

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*Depending on how your CX system is set up, this command may not be available. Please consult your system administrator for additional information.*

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**Octel Aria Emulation**

**Applies to version 8.7 and above**

**1082-10210-6650, Rev 8.7.1.11.2, March 2016**
Your organization’s new CX unified messaging system is designed to provide you with the same convenient access to your voice, fax, and email messages whether you are at your desk or calling in over the telephone. When you call in, the Octel Aria emulation saves you the effort of relearning most of the keystroke commands you use to send, retrieve, and manage messages.

**Before You Start**

To set up your CX mailbox, your system administrator will give you the following information.

- **CX internal number:** 
- **CX external number:** 
- **Your subscriber mailbox number:** 

Your system administrator may also give you a default security code to use when you log on to CX for the first time.

**Performing Common Tasks**

If you are looking for a quick hint on how to perform a specific task, here is the list of the shortcut commands.

* Depending on how your CX system is set up, this command may not be available. Please consult your system administrator for additional information.

**Getting Started...**

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listen to new messages</td>
<td>1</td>
</tr>
<tr>
<td>Record and send a message</td>
<td>2</td>
</tr>
<tr>
<td>Locate messages</td>
<td>3</td>
</tr>
<tr>
<td>User options</td>
<td>4</td>
</tr>
</tbody>
</table>

**Changing Your Mailbox Options**

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change name</td>
<td>415</td>
</tr>
<tr>
<td>Change password</td>
<td>414</td>
</tr>
<tr>
<td>Change standard greeting</td>
<td>44 or 413</td>
</tr>
<tr>
<td>Change out-of-office greeting*</td>
<td>46 or 413</td>
</tr>
<tr>
<td>Change busy greeting*</td>
<td>45 or 413</td>
</tr>
<tr>
<td>Create or update a personal distribution list</td>
<td>423</td>
</tr>
<tr>
<td>Set automatic message forwarding*</td>
<td>424</td>
</tr>
<tr>
<td>Set Immediate Message Notification*</td>
<td>411</td>
</tr>
</tbody>
</table>

**After Recording & Addressing Message**

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restrict message forward</td>
<td>1</td>
</tr>
<tr>
<td>Mark the message urgent</td>
<td>2</td>
</tr>
<tr>
<td>Request a return receipt</td>
<td>3</td>
</tr>
<tr>
<td>Request future delivery</td>
<td>4</td>
</tr>
<tr>
<td>Leave a number where you can be reached</td>
<td>8</td>
</tr>
</tbody>
</table>

**After Listening to Message**

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward message to another subscriber</td>
<td>6</td>
</tr>
<tr>
<td>Delete the message</td>
<td>7</td>
</tr>
<tr>
<td>Reply</td>
<td>8</td>
</tr>
<tr>
<td>Transfer to a sender’s extension</td>
<td>88</td>
</tr>
<tr>
<td>Transfer to a sender’s outside number</td>
<td>84</td>
</tr>
<tr>
<td>Save the message</td>
<td>9</td>
</tr>
<tr>
<td>Send message to default fax number*</td>
<td>21</td>
</tr>
<tr>
<td>Send message to spec. fax number*</td>
<td>22</td>
</tr>
</tbody>
</table>

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