

PHONE

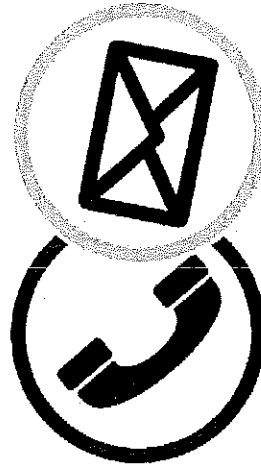
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Selecting recipients	
Say recipient name or distribution list	
Enter a mailbox / personal list number	
To spell recipient name or distribution list	#
Add more recipients	6
Delivery options	
Specify delivery options	0

PHONE (Continued)

Future delivery	
By date	4-1
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Future delivery by date	
Enter day, month, and time	
Specify AM / PM	1/2
Transferring to a mailbox	
To transfer an incoming call to a mailbox, without the mailbox owner's phone ringing	
1. Press Transfer > Message > *	
2. Enter recipient mailbox number	
Recording a call	
To record an incoming call as a voice message	
1. To begin recording, press	audio-rec
2. To end recording, press	audio-rec
Hints and tips	
Help	0
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Bypass a greeting or interrupt a prompt	#

MANAGING USER PREFERENCES

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Web user preferences link	
As specified by your administrator	

Voicemail
Quick Reference

State of CT

LOG IN TO MESSAGING

1. Call voicemail number
2. Enter your password

POWER KEYS use anytime

- Skip/Enter #
- Help 0
- Cancel *

MAIN MENU

Play messages 1

PLAY MESSAGES

- Unread messages 1
- Read messages 2
- Saved messages 3

Send messages 2

SELECT RECIPIENT after recording a message

- Enter mailbox number 0
- Spell name or distribution list 6
- Say name or distribution list #

User preferences 4

USER PREFERENCES

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Restart 5

GREETINGS

- Personal greeting 1
- Extended absence 2
- Name 3

Exit *

Navigation Menu (Aria)

PLAYBACK CONTROL during playback

- Rewind 1
- Rewind to start 1
- Pause / Resume 2
- Fast-forward 3
- Fast-forward to end 3
- Skip envelope playback 3
- Slower playback 4
- Slowest playback 4
- Faster playback 4
- Fastest playback 6

MESSAGE OPTIONS after playback

- Reply 8
- Message details 5
- Forward (with introduction) 6
- Forward (without introduction) 1
- Forward (remove introductions) 6
- Delete 7
- Replay 4
- Call sender 8
- Save 9

CONFIRM

- Hear delivery options 0
- Add more recipients 6
- Send #

DELIVERY OPTIONS

- Private 1
- Important 2
- Future delivery 4

SEND MESSAGE

- Send #

FEATURES

- Notify Me on/off 1
- Reach Me on/off 2

ADMINISTRATIVE OPTIONS

- Password 1
- Date, time playback on/off 4

PERSONAL GREETING

- Standard system greeting 1
- Away from phone 2
- Busy greeting 2

Some of these features may not be available in your organization. For details, contact your administrator.