Optional telephone user interface:

The chart on the next page shows the menus available by phone using the optional Octel Aria telephone user interface emulation.

Some of the touchtone keys used to manage messages by phone are different from those described in the other documents.

Please refer to this chart when managing messages by phone.

**NOTE:** Some features shown might not be available at your site.

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**The first time you call**

1. Dial the internal or external voice messaging system phone number.

2. If you dialed the external phone number, press * when the system answers.

3. If required, enter your ID, then press #.

4. If required, enter your password.

5. Depending on how the system is set up, you might be asked to:
   - Record your name.
   - Record a greeting.
   - Set a new password.
   - Choose whether to be listed in directory assistance.
Access the system by phone
1. Dial the internal or external voice messaging system phone number.
2. If you dialed the external phone number, press [*] after the system answers.
3. If required, enter your ID, then press [#].
4. If required, enter your password.

1. Listen to new messages
2. Send a message
3. Listen to old messages
4. Send a priority broadcast message (PBM)
5. Check schedule
6. Where you are
(Continued on next page)