

# ARIA TELEPHONE USER INTERFACE FOR MODULAR MESSAGING

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|---|---|---|---|
| <h2 style="margin: 0;">FIRST TIME LOGIN</h2>  | <ol style="list-style-type: none"> <li>1. Press the Voice Mail/Messages button or dial the Voice Mail access number <u>71033</u>.</li> <li>2. Enter your temporary password <u>28292</u>.             <ul style="list-style-type: none"> <li>◆ <i>The First Time Login Tutorial plays. Follow the prompts to set up your mailbox.</i></li> </ul> </li> </ol> <p><b>Working through the tutorial, complete the following steps:</b></p> <ol style="list-style-type: none"> <li>1. Enter a new <u>4</u> digit password followed by the [#].             <ul style="list-style-type: none"> <li>◆ <i>Simple passwords, such as 12345 or 11111, pose a danger to the system from hackers.</i></li> </ul> </li> <li>2. Record your name             <ul style="list-style-type: none"> <li>◆ <i>Example: "Sarah Jones"</i></li> </ul> </li> <li>3. Record your personal greeting.             <ul style="list-style-type: none"> <li>◆ <i>Example: "Hello, this is Sarah Jones. I am currently out of the office or unavailable to take your call. Please leave a message after the tone, and I will return your call as soon as possible. Thank you."</i></li> </ul> </li> <li>4. Record your "please hold" prompt.             <ul style="list-style-type: none"> <li>◆ <i>Example: "Please hold for Sarah Jones"</i></li> </ul> </li> </ol> |   |   |
| <h2 style="margin: 0;">LOGGING IN TO YOUR MAILBOX</h2>  | <p><b>To Access From Your Phone</b></p> <ol style="list-style-type: none"> <li>1. Press the Voice Mail/Messages button or dial the Access Number <u>71033</u>.</li> <li>2. Enter your password, followed by [#].</li> </ol> <p><b>To Access Your Mailbox from Another User's Phone:</b></p> <ol style="list-style-type: none"> <li>1. Dial the Modular Messaging access number.</li> <li>2. Press [*], then [#], and enter your mailbox number.</li> <li>3. Enter your password followed by #.</li> </ol> <p><b>To Access Your Mailbox From an Off Site Location</b></p> <ol style="list-style-type: none"> <li>1. Dial the Access Number <u>(989) 837-4141</u>.</li> <li>2. Press [#]</li> <li>3. Enter your mailbox number.</li> <li>4. Enter your password, followed by [#].</li> </ol>  |   |   |
| <h2 style="margin: 0;">REVIEW MESSAGES</h2>   | <p><b>To Review Messages</b></p> <ol style="list-style-type: none"> <li>1. Login to your mailbox.</li> <li>2. Press [1][1] to listen to new voice messages.</li> </ol> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%; padding-right: 20px;"> <p><b>While listening</b>, options are:</p> <p>[1][1]    Rewind to beginning of message</p> <p>[2]        Pause / Resume</p> <p>[3][3]    Advance to End of Message</p> <p>[#]        Skip</p> <p>[5]        Envelope (date/time/sender)</p> <p>[1]        Back up 5 seconds</p> <p>[3]        Advance 5 seconds</p> <p>[9]        Louder</p> <p>[7]        Quieter</p> <p>[4]        Slower</p> <p>[6]        Faster</p> </td> <td style="vertical-align: top; width: 50%;"> <p><b>After listening</b>, options are:</p> <p>[4]    Replay</p> <p>[5]    Envelope (date/time/sender)</p> <p>[7]    Erase Message</p> <p>[8][8]    Call Sender</p> <p>[8][1]    Reply to Sender</p> <p>[6][2]    Forward Message with Comment</p> <p>[6][1]    Forward Message Without Comment</p> <p>[#]    Skip to Next Message</p> <p>[9]    Save Message</p> </td> </tr> </table>  | <p><b>While listening</b>, options are:</p> <p>[1][1]    Rewind to beginning of message</p> <p>[2]        Pause / Resume</p> <p>[3][3]    Advance to End of Message</p> <p>[#]        Skip</p> <p>[5]        Envelope (date/time/sender)</p> <p>[1]        Back up 5 seconds</p> <p>[3]        Advance 5 seconds</p> <p>[9]        Louder</p> <p>[7]        Quieter</p> <p>[4]        Slower</p> <p>[6]        Faster</p> | <p><b>After listening</b>, options are:</p> <p>[4]    Replay</p> <p>[5]    Envelope (date/time/sender)</p> <p>[7]    Erase Message</p> <p>[8][8]    Call Sender</p> <p>[8][1]    Reply to Sender</p> <p>[6][2]    Forward Message with Comment</p> <p>[6][1]    Forward Message Without Comment</p> <p>[#]    Skip to Next Message</p> <p>[9]    Save Message</p> |
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| <b>PERSONAL GREETINGS</b> | <ol style="list-style-type: none"><li>1. Login to your mailbox.</li><li>2. Press <b>[4]</b> to access Personal Greetings</li><li>3. Press <b>[1]</b> to Record Greeting</li><li>4. Choose a greeting type:<ul style="list-style-type: none"><li>◆ Personal Greeting, Press <b>[1]</b><ul style="list-style-type: none"><li>• <i>Personal Greetings, when active, play for all calls</i></li></ul></li><li>◆ Extended Absence Greeting, Press <b>[2]</b><ul style="list-style-type: none"><li>• <i>Extended Absence Greetings override all other greetings when active.</i></li><li>• <i>You will be notified every time you login to your mailbox that this greeting is active. You will then be asked if you would like to retain this greeting or turn it off. If you turn this greeting off, it is deleted and your personal greeting becomes active again.</i></li></ul></li><li>◆ For Option Greetings only, enter greeting number (1-9)<ul style="list-style-type: none"><li>• <i>These greetings can be used only if administered.</i></li></ul></li></ul></li><li>5. Record you Greeting.<ul style="list-style-type: none"><li>◆ Press <b>[1]</b> to accept recording</li><li>◆ Press <b>[2]</b> to re-record greeting</li><li>◆ Press <b>[3]</b> to delete recording</li></ul></li></ol> |
| <b>SENDING A MESSAGE</b>  | <ol style="list-style-type: none"><li>1. Press <b>[2]</b> and at the prompt, record your message.</li><li>2. Press <b>[#]</b> when finished recording.</li><li>3. Enter destination mailbox number followed by <b>[#]</b>.<ul style="list-style-type: none"><li>◆ <i>You may enter more than one mailbox number. You must enter a [#] between each mailbox number you enter.</i></li></ul></li><li>4. When finished entering destination mailbox numbers press <b>[#][#]</b>.</li><li>5. Press <b>[#]</b> to send the message.</li></ol>  |
| <b>SHORTCUTS</b>          | <ul style="list-style-type: none"><li>◆ Press <b>[*]</b> to return to the activity menu or press up to three times to exit voice mail.</li><li>◆ Press <b>[3][3][7]</b> to delete during message playback.</li><li>◆ Press <b>[3][3][8]</b> to save a message during message playback.</li><li>◆ Press <b>[4][1][1][2]</b> to re-record your personal greeting.</li><li>◆ Press <b>[4][1][2]</b> to record your extended absence greeting.</li><li>◆ Press <b>[#]</b> to skip to the next message during message playback.</li><li>◆ Press <b>[#]</b> while in a mail box to bypass the welcome greeting.</li></ul>   |