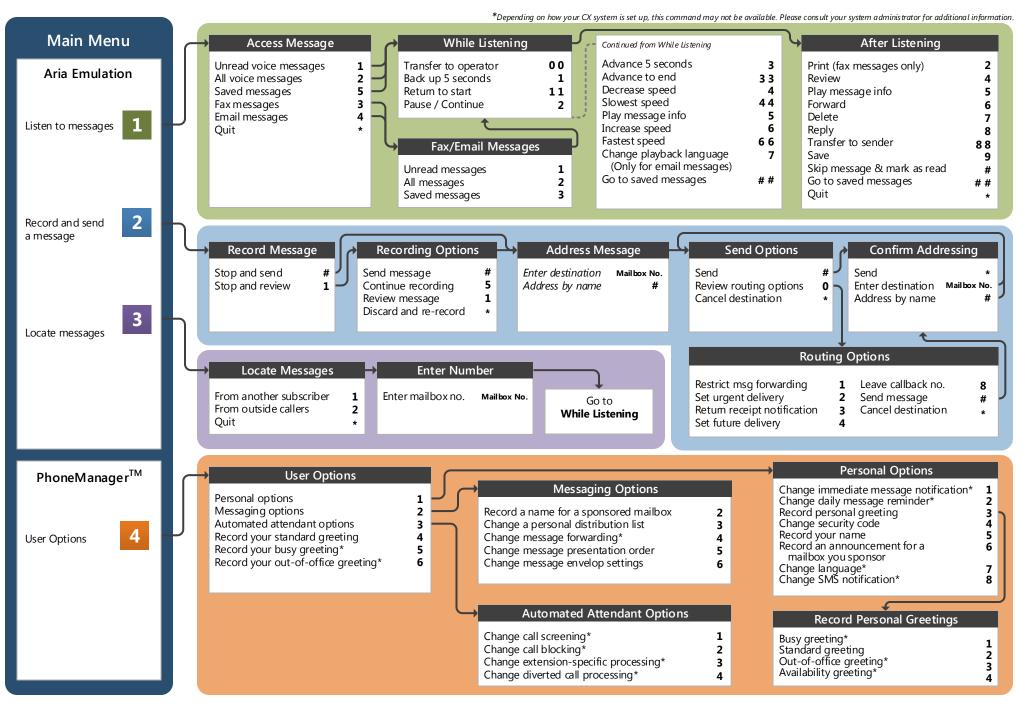
CX Quick Reference Card Octel® ARIA® Emulation





Octel Aria Emulation

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...

Changing Your Mailbox Options

If you want to	Then enter	
Listen to new messages	1	
Record and send a message	2	
Locate messages	3	
User options	4	

After Recording & Addressing Message

If you want to	Then enter	1
Restrict message forward	1	F
Mark the message urgent	2	
Request a return receipt	3	F
Request future delivery	4	1
Leave a number where you can		1
be reached	8	5
		5
		9

If you want to	Then enter
Change name	415
Change password	414
Change standard greeting	4 4 or 4 1 3
Change out-of-office greeting*	46 or 413
Change busy greeting*	4 5 or 4 1 3
Create or update a personal distribution list	4 2 3
Set automatic message forwarding*	424
Set Immediate Message Notification*	411

After Listening to Message

If you want to	Then enter
Forward message to another subscriber	6
Delete the message	7
Reply	8
Transfer to a sender's extension	8 8
Transfer to a sender's outside number	84
Save the message	9
Send message to default fax number*	21
Send message to spec. fax number*	2 2

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