



# Getting Started Using Aria Voicemail



Follow these steps to get started with the most frequently used Aria Voicemail options. *Not all voicemail options are available at this time.*

## Access Aria Voicemail

### From your desk phone

|       |                                                                                                                        |
|-------|------------------------------------------------------------------------------------------------------------------------|
| Dial  | Extension <b>8558</b> .                                                                                                |
| Enter | Password and #<br><b>Your initial password is the number 8.</b><br>The system will prompt you to change your password. |

### From a different phone or extension

|         |                                            |
|---------|--------------------------------------------|
| Dial    | <b>978-8558</b> or extension <b>8558</b> . |
| * and # | To access a different mailbox/extension.   |
| Enter   | Mailbox/extension.                         |
| Enter   | Password and #                             |

## Changing an Aria telephone password

### Access Aria voicemail.

|   |                              |
|---|------------------------------|
| 4 | Personal Configuration menu. |
| 9 | Change Password.             |

### Password rules

- At least 5 long; maximum length is 15
- Contain numbers only (0-9)
- Must be different from your telephone extension
- Do not contain special characters such as \* #

### Password Locks

After four (4) unsuccessful logon attempts, your password will automatically lock! Call Telecommunications at 978-3535 during regular business hours to have your password unlocked.

## Record Name

The first time you access Aria, you will be prompted to record a *Name*. It can be re-recorded at any time. For example, if a mailbox/extension is reassigned or you simply don't like the sound of the previously recorded *Name*, change it!

### Record a Name

#### Access Aria voicemail.

|   |                              |
|---|------------------------------|
| 4 | Personal Configuration menu. |
| 1 | Prompts & Greetings menu.    |
| 6 | Name prompt.                 |

## General Tip

|   |                          |
|---|--------------------------|
| * | Cancel, exit or back up. |
|---|--------------------------|

A variety of options are available from the Main Menu.

## Main Menu

### Access Aria voicemail.

|   |                           |
|---|---------------------------|
| 1 | Review messages.          |
| 1 | Listen to messages.       |
| 2 | Send a voicemail message. |
| 3 | Search for messages.      |
| 4 | Personal Configuration.   |
| 9 | Restart session.          |
| * | Exit.                     |

## Aria Playback Options

The following commands can be used *while listening* to messages.

|         |              |         |
|---------|--------------|---------|
| 1       | 2            | 3       |
| Rewind  | Pause/Resume | Forward |
| 4       | 5            | 6       |
| Slower  | Envelope     | Faster  |
| 7       | 8            | 9       |
| Quieter | Reset Volume | Louder  |
| *       | 0            | #       |
| Cancel  | Reset Speed  | Skip    |

## End of Message Options

*After listening* to a message, the following options are available.

|   |                                                 |
|---|-------------------------------------------------|
| 4 | Replay the message.                             |
| 5 | Envelope information (message date, time, etc.) |
| 6 | Send (forward) a copy of the voicemail.         |
| 7 | Erase the message.                              |
| 8 | Reply Options.                                  |
| 1 | Reply to sender.                                |
| 2 | Reply to all recipients                         |
| 3 | Reply to sender with original message.          |
| 4 | Reply to all with original message.             |
| 8 | Reply by calling sender.                        |
| 9 | Hear a list all recipients.                     |
| * | Exit.                                           |
| 9 | Save the message.                               |
| * | Cancel (exit) message review.                   |
| # | Skip forward.                                   |

## Who do I call for Help?



During regular business hours, call 978-3535 for assistance from Telecommunications