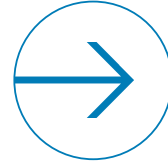


# ariamail

## Quick Reference Guide

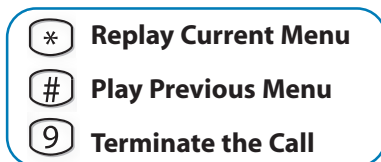


### Accessing Aria Mail

- 1 Dial your VM hunt group number  
OR press the programmed VM button  
on your Digital Key Station.
2. Enter your password after the prompt.

### Universal Command Keys

The keys below can be accessed at any time while using Aria Mail:



### Aria Mail Features

Aria Mail's sophisticated voice information handling features enable you to perform the following functions:

#### Guest Mailboxes

Create "Guest" mailboxes for customers, vendors, and others with whom you frequently communicate. Guests can receive and reply to messages quickly and easily.

To access guest mailboxes:

- Access Aria Mail (see above)
- Press **(8)** - Personal Options
- Press **(8)** - Change Other Options
- Press **(4)** - Administer Guest Mailboxes

### Personal Distribution Lists

Create personal distribution lists to send, forward, and reply to messages with multiple destinations simultaneously.

To access personal distribution lists:

- Access Aria Mail (see above)
- Press **(8)** - Personal Options
- Press **(8)** - Change Other Options
- Press **(3)** - Edit Personal Lists

### Personal Note Pad

The personal Note Pad is a programmable voice database used to record any kind of spoken information that you want to retrieve at a later time, such as phone numbers, addresses, and the like. Your Note Pad, which can hold up to eight separate information groups, can be accessed from your office, your home, or even when you are on the road, using any touch-tone telephone.

To access personal Note Pad:

- Access Aria Mail (see above)
- Press **(6)** - Extended Options
- Press **(2)** - Personal Note Pad

### Mailbox Information

System Access #: \_\_\_\_\_

Mailbox #: \_\_\_\_\_

Password: \_\_\_\_\_

Change your password

