## Main Menu

### Aria Emulation
- **Listen to messages**
- **Record and send a message**
- **Locate messages**

### PhoneManager™
- **User Options**

## Access Message
- Unread voice messages
- All voice messages
- Saved messages
- Fax messages
- Email messages
- Quit

## While Listening
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- Back up 5 seconds
- Return to start
- Pause / Continue

## Fax/Email Messages
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- All messages
- Saved messages

## After Listening
- Print (fax messages only)
- Review
- Play message info
- Forward
- Delete
- Reply
- Transfer to sender
- Save
- Skip message & mark as read
- Go to saved messages
- Quit

## Record Message
- Stop and send
- Stop and review

## Recording Options
- Send message
- Continue recording
- Review message
- Discard and re-record

## Address Message
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- Address by name

## Send Options
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## Confirm Addressing
- Enter destination

## Routing Options
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## User Options
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- Messaging options
- Automated attendant options
- Record your standard greeting
- Record your busy greeting
- Record your out-of-office greeting

## Messaging Options
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- Change a personal distribution list
- Change message forwarding
- Change message presentation order
- Change message envelop settings

## Automated Attendant Options
- Change call screening
- Change call blocking
- Change extension-specific processing
- Change diverted call processing

## Personal Options
- Change immediate message notification
- Change daily message reminder
- Record personal greeting
- Change security code
- Record your name
- Record an announcement for a mailbox you sponsor
- Change language
- Change SMS notification

## Record Personal Greetings
- Busy greeting
- Standard greeting
- Out-of-office greeting
- Availability greeting

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*Depending on how your CX system is set up, this command may not be available. Please consult your system administrator for additional information.*
Welcome!
Your organization's new CX unified messaging system is designed to provide you with the same convenient access to your voice, fax, and email messages whether you are at your desk or calling in over the telephone. When you call in, the Octel Aria emulation saves you the effort of relearning most of the keystroke commands you use to send, retrieve, and manage messages.

Before You Start
To set up your CX mailbox, your system administrator will give you the following information.

CX internal number: ________________________________
CX external number: ________________________________
Your subscriber mailbox number: _____________________

Your system administrator may also give you a default security code to use when you log on to CX for the first time.

Gaining Access to Your Mailbox
Follow these simple steps to start using CX.

1. Call the CX internal or external number.
2. If necessary, press the key for triggering a subscriber log on (default = #).
3. If prompted, enter your subscriber mailbox number.
4. Enter your security code (or the default code, if your administrator has given you one).

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.

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