

## ABOUT THIS GUIDE

This quick reference guide provides step-by-step instructions on how to perform important tasks when using the Modular Messaging system through the Aria® telephone user interface (TUI). For additional information, consult the Modular Messaging TUI guide.

**Note:** Depending on the way your system is set up, some features in this guide may not be available.

## Accessing your mailbox

From your office extension:

1. Call the system access number.
2. Enter your password followed by [#].

From someone else's office extension or from outside of your office:

1. Call the system access number.
2. Do one of the following:
  - If you are prompted to enter the password for the extension from which you are calling, press [\*] [#].
  - If you are prompted to enter the extension of the person you are calling, press [#].
3. Enter your mailbox number.
4. Enter your password followed by [#].

