

### ABOUT THIS GUIDE

Voice messaging gives you the ability to communicate effectively with one person or many from any touchtone telephone 24 hours a day. The faster you become familiar with Avaya Modular Messaging, the sooner you can put it to work for you.

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.

### ENTERING THE SYSTEM

From your office extension:

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

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

- Call the system access number.
- Do one of the following:
  - If the extension has an associated Modular Messaging mailbox, press [\*] [#].
  - If the extension does *not* have an associated Modular Messaging mailbox, press [#].
- Enter your mailbox number.
- Enter your password followed by [#].

\* Changes to next language only if your system supports multiple languages.

