START HERE

Listen to Messages in Inbox Folder
1. Unread Messages
2. Read Messages
3. Listen to All Messages
4. Return to Main Menu

Send Message Options
1. Review Recorded Message
2. Rerecord Message
3. Append to Recorded Message
4. Add Recipient
5. Save Message in Draft Folder
6. Cancel Message and Return to Main Menu
# Message Addressing Options

Message Addressing Options
1. Mark Message as Urgent
2. Mark Message as Confidential
3. Mark Message as Certified
4. Listen to Recipients
5. # Send Recorded Message

Reply to Message Options
1. Reply to Sender Only
2. Reply to All Recipients
3. Call Back to Sender
4. # Return to Previous menu

Reply to Message Options
1. Review Recorded Message
2. Rerecord Message
3. Turn Notification Schedule On / Off
4. Notification Schedule Maintenance
5. # Message Addressing Options

Notification Schedule Options
1. Add Notification Schedule
2. Modify Notification Schedule
3. Turn Schedule On / Off
4. Delete Notification Schedule
5. Listen to Notification Schedule
6. # Return to Personal Mailbox Options

Change Location
1. Change Location (In Office)
2. Change Location (Away on Business)
3. Change Location (At Home)
4. Change Location (Meeting)
5. Change Location (At Lunch)
6. Change Location (Extended Absence)
7. Review Availability and Location
8. # Change Availability

Personal Mailbox Options
1. Greeting Options
2. Notification Schedule
3. Change Location
4. Define Default Fax Address
5. Listen to Messages in Draft Folder
6. Distribution List Options
7. Set Numeric Password
8. # Return to Main Menu

Distribution List Options
1. Add Distribution List
2. Modify Distribution List
3. Delete Distribution List
4. Listen to Distribution List
5. # Return to Personal Mailbox Options

Add Distribution List
1. Add Distribution List Member
2. Delete Distribution List Member
3. Review Distribution List Members
4. # Return to Distribution List Options

End of Message Options
(you are sent here after all message playback)
2. Print Fax
3. Review Message
4. Listen to Time And Date Stamp
5. Forward Message
6. Send Message to Deleted Folder
7. Reply Menu
8. Skip/Save
9. Return to Main Menu
# Skip to Next Message without change in the Read Status

Main Menu
1. Listen to Messages in Inbox Folder
2. Send New Message
3. Personal Mailbox Options
4. Return to Auto Attendant
5. Disconnect

Greeting Options
1. Personal Greetings
2. Record Location Greeting (Extended Absence)
3. Record Customized Greeting
4. Record Name Greeting
5. # Return to Personal Mailbox Options

Notification Schedule Options
1. Add Notification Schedule
2. Modify Notification Schedule
3. Turn Schedule On / Off
4. Delete Notification Schedule
5. Listen to Notification Schedule
6. # Return to Personal Mailbox Options

Notification Schedule
1. Turn Notification Schedule On / Off
2. Notification Schedule Maintenance
3. Return to Personal Mailbox Options

Message Playback Options
(while listening to message)
1. Rewind (5 sec)
2. Pause (5 sec)
3. Fast Forward (5 sec)

This flowchart only reflects the commonly used commands. Not all functions available on the Telephone User Interface may be present.

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