

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 voice mailbox

From your office extension:

- 1. Call the system access number:
 - Monroe Park Campus - SD 83665 or 8-3665
 - MCV Campus - SD 63665 or 6-3665
- 2. Enter your password followed by [#].

From another office extension or outside of your office:

- 1. Call the system access number:
 - Monroe Park Campus - 828-3665 or Toll Free 888-828-3665
 - MCV Campus - 628-3665 or Toll Free 877-628-3665
- 2. You will be prompted to press [#] to access your mailbox.
- 3. Enter your **5 digit mailbox number**. Examples below:
828-XXXX = 8-XXXX 827-XXXX = 7-XXXX 628-XXXX = 6-XXXX
- 4. Enter your password followed by [#].

