

ESNA Voicemail Aria

Setup your Voicemail

- 1.) Dial the voicemail extension number **(352-395-5550 or 5550)** or Press on your telephone
- 2.) Were you prompted for your voice mail password?
If yes, go to Step 3 (this means the station is “integrated” to voicemail)
If yes, but you’d like to login to a **different mailbox**, press *
- 3.) Key in the default password _____. **This password is for initial set-up only.**
The system will guide you through a tutorial to establish your new Voicemail on first login
 - a. Create a new password. Press # to continue.
Dial slowly and slightly pause between each digit while entering the new password.
 - b. Record your Personal Greeting. Press # to continue.
 - c. Record your Name Greeting. Press # to continue.

To Retrieve Messages That Others Have Left for You

- 1.) Login to ESNA Messaging
- 2.) Press **1** to listen to your messages, then **1** again to retrieve unread messages.
- 3.) After listening to a message you can press **7 to delete; 9 to save; 6 to send a copy**
select nothing to keep the message marked read in your inbox.

To Change Your Password

- 1.) Login to ESNA Messaging and press 4 (Mailbox Options) at the main menu.
- 2.) Press **9** for “Change your password”
- 3.) Enter your new password and press #.ect nothieew password and ~~1~~MCID 36d <

START HERE

Message Playback Options
(while listening to message)

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Listen to Messages in Inbox Folder

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