

# NEAXMAIL AD-8

## QUICK STEPS AND OPTION MENUS

### TO ACCESS VOICEMAIL:

#### **Own Internal Phone Set:**

Press voice mail button. If applicable, enter personal security code upon prompt.

#### **Other Internal Phone Set:**

Lift handset or press Speaker key. Dial 275. Upon hearing Auto Attendant, dial 9 followed by your mailbox extension number and enter personal security code upon prompt.

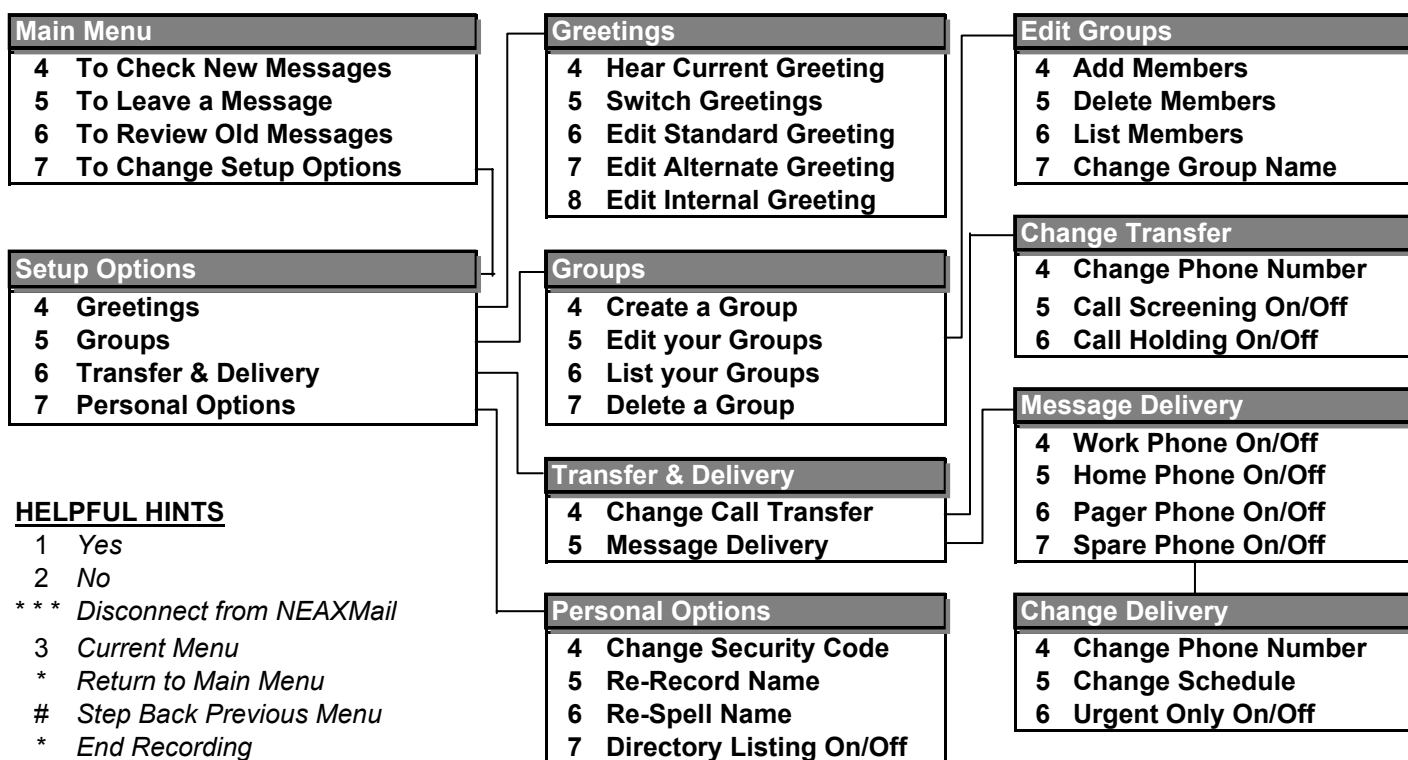
#### **Off-Premise-Answered Live:**

Call main number. When answered live, have your call transferred to your extension. Upon hearing beginning of your greeting, dial 9 followed by your three-digit mailbox extension number and enter personal security code upon prompt.

#### **Off-Premise-Answered Auto Attendant:**

Call main number, upon hearing Auto Attendant, dial 9 followed by your three-digit mailbox extension number and enter personal security code upon prompt.

General Voice Mail Access Number: 250



### When Listening to a Message...

- \* Skip and save as 'new'
- # To repeat entire message
- 1 To advance to the end of msg
- 2 To redirect and/or archive msg
- 3 To skip message & save as 'old'
- 4 Slows down playback speed
- 5 To change playback volume
- 6 Speeds up playback volume
- 7 Repeat previous 3 seconds
- 8 To pause; 8 to resume
- 9 To advance 3 seconds
- 222 To delete message during msg

### KEYPAD SHORTCUTS

- 745 To switch personal greetings
- 754 To add a message group
- 755 To edit a message group
- 756 To list your message groups
- 764 To change call transfer options
- 774 To change your security code
- 775 To change your recorded name
- 7641 To turn call transfer on
- 7642 To turn call transfer off
- 76414 To change number for call transfer
- 76415 To turn call screening options on/off
- 76146 To turn call holding on or off

### When Leaving a Message - Special Delivery Options

**Urgent** - Heard first before regular message.

**Return Receipt** - Informs you when your left message was heard.

**Private** - Cannot be redirected.

**Future Delivery** - Message sent at time and day you specify.

*These instructions are based on standard programming; codes and features may vary based on your particular system.*