

NEAXMail Messaging System at a glance

Updated 3.19.07

7 New Messages
3 Old Messages

DURING MESSAGE

2 Reply	8 Skip message
3 Delete message	9 Go to main menu
4 Forward message	# Move forward 4 seconds
5 Save message	* Move back 4 seconds
6 Create new message	## Skips to end of message
7 Play message	8 8 Marks message as new

AFTER MESSAGE

2 Reply	7 Re-play
3 Delete message	8 Skip
4 Forward	9 For main menu
5 Save or keep it	
6 Create or make new message	

6 Send or make a message

3 Re-record message

6 Finish, go to delivery options

7 Finish and review message

8 Pause recording

9 Send message, go to main menu

Finish, go to after recording options

***** Finish recording

8 Urgent **3** Private message **4** Future delivery **5** Set expiration **#** Send ***** Exit **0** Help

1 Change Addressing **2** Append **3** Re-record **6** Set special delivery **7** Review **9** Send message ***** Cancel & Exit

PLEASE NOTE: To transfer a caller to voicemail: Hit transfer, dial x2001, press the # (pound key) and then dial the extension number plus #2 and then hang up.

8 Setup options

1 Greetings and transfer

2 Message settings

3 Personal settings

5 Edit Call handler greetings

0 Help

***** Exit

1 Change Greetings

2 Change call transfer

0 Help ***** Exit

1 Change message notification

3 Change message playback

4 Edit private lists

0 Help ***** Exit

1 Change password

2 Change recorded name

3 Change directory listing

***** Exit

1 Re-record greeting **2** Turn on alternate greeting **3** Edit other greeting **4** Hear all your greetings **5** To change bypass greeting ***** Exit **0** Help

1 To transfer callers to an extension or phone **2** To Change the number callers are transferred to ***** Exit **0** Help

1 Pager **2** Home phone **3** Work phone **4** Spare phone **0** Help

1 Brief menus ***** Exit

1 Hear private lists **2** Change names on a private list **0** Help ***** Exit

1 For help press 0, you are listed in directory assistance; you cannot change directory listing by telephone, contact your system administrator

9 Exit the System

0 Transfer to operator

Transfer to an extension