TO INITIALIZE YOUR MAILBOX:

From your telephone: Dial 2222, you will be prompted to enter a password to access mailbox enrollment. Enter the default Password 12345, followed by the # sign. Voice Mail will play a tutorial. Follow ALL instructions carefully.

From Off Campus: Dial 863-1234
When the Voice Mail System answers, Press the asterisk (*) key. Dial your mailbox number. You will be prompted to enter a password. Enter 12345, followed by the # sign. Voice Mail will play a tutorial. Follow ALL instructions carefully.

HOW TO RETRIEVE YOUR MESSAGES FROM YOUR ROOM TELEPHONE:

Select your extension on your phone.
Dial 2222
When prompted, enter your password, followed by the # sign.
Press 1 to hear new messages or follow the prompts for other options

HOW TO RETRIEVE YOUR MESSAGES FROM ANOTHER EXTENSION

Dial 2222.
When you hear the voice prompt to “enter your password”, press the # sign. When you hear the Main Greeting, press * followed by your mailbox number. You will be prompted to enter your personal ID, followed by the # sign. (Your “personal ID” is your mailbox number). When prompted, enter your password, followed by the # sign. Press 1 to play new messages or follow the prompts for other options

HOW TO RETRIEVE YOUR MESSAGES FROM OFF CAMPUS:

Call the Voicemail Direct Number 863-1234.
When you hear the Main Greeting, press the asterisk * key followed by your mailbox number; then Press the # sign.
Press 1 to hear new messages, or follow the prompts for other options

For assistance call x. 4357.
NEAXMail AD-120 conversation menus

Hear new messages
- Repeat message
- Save message
- Delete message
- Reply to message
- Forward message

Send a message
- Address/record
- Send message

Review old messages
- Repeat message
- Save message
- Delete message
- Reply to message
- Forward message

Message options
- Mark as new
- Move backward in message
- Deliver an e-mail or fax to a fax phone number
- Hear summary

Message settings
- Change message notification
- Change fax delivery
- Change full or brief menus
- Edit private lists

Greetings & transfer
- Change greetings
- Change call transfer

Set special delivery
- Urgent
- Return receipt
- Private
- Future delivery

Personal settings
- Change password
- Change recorded name
- Change directory listing status

Change addressing
- Add name
- Hear current names
- Remove name

Change recording
- Hear recording
- Save recording
- Rerecord
- Add to recording

Setup options
- Greetings & transfer
- Message settings

*Available only if you are using the fax option.

For assistance call x. 4357.