

SOUTHWESTERN UNIVERSITY

Faculty/Staff Voicemail User Guide

TO INITIALIZE YOUR MAILBOX

From your telephone: Dial 2222

Voice Mail will play a Tutorial. The initial password for your voice mail box is '12345.' Follow ALL instructions carefully.

From Off Campus: Dial 863-1234

When the Voice Mail System answers, Press *, Dial your mailbox number, Press #

Voice Mail will play a Tutorial. The initial password for your voice mail box is '12345.' Follow ALL instructions carefully.

TO RETRIEVE MESSAGES FROM YOUR TELEPHONE

1. Dial 2222.
2. When prompted, Enter you password.
3. Press 1 to hear new messages.

TO RETRIEVE MESSAGES FROM ANOTHER EXT.

1. Dial 2222.
2. Dial “*”, You will be prompted to enter your ID, followed by the # sign. (Your ID is your mailbox number).
3. When prompted, Enter your password.
4. Press 1 to play new messages.

TO RETRIEVE MESSAGES FROM OFF CAMPUS:

1. Call the Voicemail Direct Number 863-1234.
2. When you hear the Main Greeting, Press * followed by your mailbox number.
3. When prompted enter your password.

FROM THE MAIN MENU

Press 1 for YES, Press 2 for NO

To Check New Messages	Press 1
To Send a message	Press 2
To Review Old Messages	Press 3
To Change Setup Options	Press 4

WHILE LISTENING TO MESSAGES

To Repeat the message	Press 1
To Save a Message	Press 2
To Delete a Message	Press 3
To Reply to a Message	Press 4
To Forward a message	Press 5
To Save a Message as New	Press 6
To back up 3 seconds	Press 7
To Pause/Resume	Press 8
To change your greetings	Press 411
To change security code	Press 431
To change your recorded name	Press 432
To set message notification	Press 421

For assistance call X. 7333

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NEAXMail AD-120 conversation menus



*1*Available only if you are using the fax option.*

For assistance call X. 7333