

NEAXMail AD-120 At A Glance

- 7 Listen to new messages
- 3 Listen to old messages

7 Replay Message
2 Reply
4 Forward Message
5 Save Message
3 Delete Message

- 6 Send a message

Address and record the message, then:

# Send the message now				
1 Message Options	1 Change Addressing	1 Add a name	2 Hear all names	3 Remove a name
	2 Change Recording	1 Hear Recording	2 Save recording	3 Rerecord
	3 Set special delivery	1 Urgent	2 Return Receipt	3 Private
	4 Review Message			4 Add a Recording
	5 Send a Message			4 Future Delivery

- 8 Setup Options

1 Greetings and call transfer	1 Change greetings	1 Rerecord this greeting	2 Turn on/off alternative greeting	3 Remove a name
	2 Change call transfer	1 Change between transfer to an extension/voice mail	2 Change extension/phone number	
2 Message settings	1 Change message notification	1 Pager	2 Home Phone	3 Work Phone
	2 Change fax delivery	1 Keep this number	4 Spare Phone	
	3 Change menu keys	1 Switch between full/brief menus	2 Enter new number	
	4 Edit private lists	1 Hear lists	2 Change names on a list	
3 Personal Settings	1 Change password			
	2 Change recorded name			
	3 Change directory listing	1 Change listing status		

- 9 Exit the System
- 0 Return to the attendant
- # Dial an extension

Use these keys anytime:

0 Help	0 0 Operator	* Cancel or back up	# Skip or Move Ahead
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Optional Conversation #2