

ACCESSING VOICEMAIL

On-Site - From your own extension
Press **Message** Key or dial **3150**
Enter password when prompted

On-Site – From Another Extension
Press **Message** Key or dial **3150**
Press * when voicemail answers
Enter ID (*mailbox number*)
Enter password when prompted

Off-Site
Dial **(619) 428-4476**
Press * when voicemail answers
Enter ID (*mailbox number*)
Enter password when prompted

SETTING UP INITIAL VOICEMAIL

Press **Message** key or dial **3150**
Enter Default Password 12345
Follow prompts to:
Record first and last name (press # to end recording)
Record greeting or choose standard greeting (press # to end recording)
Enter password (must be 4-10 digits)

MAIN MENU

- 1 - Check New Message
- 2 - Leave New Message
- 3 - Review Old Message
- 4 - Change Setup Options

SET UP OPTIONS

- 411 - Change Personal Greeting (**YOU MUST RECORD YOUR GREETING IN THE ALTERNATE GREETING – DUE TO CLASSROOM TIME OF DAY SCHEDULE**)
- 432 - Re-Record Name
- 431 - Change Password

RETURN TO MENU & EXIT VOICEMAIL

- 0 - Conversation Help
- * - Cancel action or back up a menu
- # - Skip or move ahead
- *** - To Exit Voicemail and Immediately Disconnect

DIRECT TRANSFER TO VOICEMAIL

With call in progress, press **Transfer** key
Dial **3150**, wait for voicemail to answer, enter extension number followed by "# 2"
Hang up immediately

MESSAGE REVIEW

(While message is playing)

- 1 - Repeats Entire Message
- 2 - Save Message
- 3 - Delete Message
- 5 - Change Playback Volume
- 7 - Back up during Message
- 8 - Pauses Message Playback *Press Again to Resume*
- 9 - Fast Forward Message
- # - To skip to end of message

(After message plays)

- 4 - Reply to Message
- 5 - Forward Message
- 6 - Save Message as New
- 7 - Skip Back
- 9 - Hear Message Summary

SENDING MESSAGES

Access Voicemail
Press **2** to Send a Message
Follow prompts to address message (Press 1 after addressing to enter additional mailboxes)
Press # Record Message
Press # to end recording
Press **1** for Delivery Options, then press **3** to mark message for:

- ❖ Urgent - 1
- ❖ Return Receipt - 2
- ❖ Private - 3
- ❖ Future Delivery - 4

Sending Quick Message:
Dial **3150**, wait for voicemail to answer
Enter extension number followed by "# 2"

VOICEMAIL THROUGH OUTLOOK

Voicemail messages will be recorded as wav files in your Outlook In Box
To listen to message, double click notification
Message will play through computer speakers OR will ring your telephone (Lift receiver or press speaker to listen)
Messages can be deleted, forwarded or saved through Outlook functions
Wav files moved or deleted from In Box cannot be accessed through phones



SAN YSIDRO SCHOOL DISTRICT

NEAX AD-120
for
NEC Voicemail
User Guide
For Teachers