

## First Time Enrollment

The first time you log into voice mail, you are required to walk through the voice mail tutorial.

The tutorial walks you through a series of steps, including recording your personal greeting and changing your security code (or password).

Note: The default security code is **1234**.

## Accessing Voice Mail

### From your own phone:

1. Press <VM> or dial **2-9950**.
2. Enter your security code when prompted.

### From another employee's phone:

1. Press <VM> or dial **2-9950**.
2. After voice mail answers, dial **#\*** followed by your 5-digit extension.
3. Enter your security code when prompted.

### From offsite:

1. Dial **775-682-9950**.
2. When voice mail answers, dial **\*** followed by your 5-digit extension.
3. Enter your security code when prompted.



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**NEAXMail AD-120**



**Voice Mail  
User's Guide**

## Voice Mail Menus



### Notes

👉 Indicates a setting users are to **NOT** change.

Internal and external callers can bypass listening to a mailbox greeting by pressing #.