NEXTERA communications
voice . data . internet

VoiceMail Telephone Navigation Map

MAIN MENU

1 Review Messages

- 1 Voicemail
- 9 Future Delivery Messages

Hear Message

- 1 Repeat
- 2 Save
- 3 Erase
- 4 Reply
- 5 Send a Copy
- 22 Mark Saved Message as New

2 Send Message

Enter Phone # or Group List number, then #

- 1 Review Message
- 2 Mark as Urgent
- 3 Mark as Private
- 4 Re-Record
- 5 Report on Send
- 6 Report on Read
- 7 Add Recipient
- 9 Schedule for Future Delivery
- # Send As Is

3 Work with Greetings Menu

Greeting Options Menu

- 1 Personal Greeting
- 2 Extended Absence
- 3 System-Gen Greetings and Name Recording
- 4 Group Mailbox Greetings
- 5 Busy Greeting
- 6 Out-of-Office Hours Greeting
- 7 Shared Greetings
- 9 Forward all Calls to Voicemail Greeting
- # Exit Menu

4 Mailbox Settings

Mailbox Settings Menu

- 1 Group Lists
- 2 Handsfree & Time Saver Options
- 3 Security Options
- 4 Group Mailbox Settings
- 5 Notification Settings
- 6 Additional Settings
- 7 Advanced Call Feature Settings
- 9 Live Message Screening Settings
- # Exit Menu

5 Reminders

Reminders Menu

- 1 Reminders Settings
- 2 Add New Reminder
- 3 Recurring Reminder Settings
- 4 One-Off Reminder Settings

6 Review Erased Messages

- 1 Voicemail

Hear Message

- 1 Repeat
- 2 Save
- 3 Permanently Erase
- 4 Reply
- 5 Send a Copy
- # Next Message

7 Switch Account

Enter Phone Number then # (or * if error)

0 Help

Helpful Hints

- # Next Hint
- * Return to Main Menu
- 1 Replay from Start of Menu

* Exit
(Goodbye and Exit Telephone Interface)

COMMON KEYS

- * Cancel Input or Move Up a Level
- # End input or Move Forward in a List
- 0 Helpful Hints
- 8 Pause/Resume