



Neax Voicemail User Guide

Telecommunications 343-9897 or telecommunications@lakecountyfl.gov
To open a work order go to: www.lakecountyfl.gov/telecom_work_order

Set Voicemail

- Your Telephone must be forwarded to extension 5545 to activate voicemail.

Set Forward to Voicemail

- Lift handset and receive dial tone
- Depress FWD-Busy key
- Receive tone
- Dial 5545
- Receive set tone then replace handset
- FWD-Busy key lights

Remove Forward to Voice mail

- Lift handset and receive dial tone
- Depress FWD-Busy key
- Receive set tone then replace handset
- FWD-Busy lamp is no longer lit

Without Feature Button - Key * 3 and dial 5545 to set voice mail
To remove forward to voice mail Key # 3

Accessing Voicemail

-Access voice mail within our county complex or from home

From your extension

- Dial 5545
- Enter your pass code

From another extension

- Dial 5545
- Press * key when prompted to enter pass code
- Enter your extension number followed by the # key
- Enter your pass code

From outside line

- Dial 343-9870
- Press * key when answered
- Enter your extension number followed by the # key
- Enter your pass code

VOICE MAIL MENU

