



APX™ Quick Reference

Forward Incoming Calls to Voice Mail

- Press the **FWD MAIL** button on your NBX phone.
While **FWD MAIL** is active, incoming calls ring briefly before forwarding.
You can use NetSet to change your forwarding destination. See your telephone guide or NBX NetSet online book.

Reach Your Mailbox From Your Office Phone

- Pick up your handset and press the **MSG** button.
- Enter your password followed by the **#** key.

Reach Your Mailbox From Any Office Phone

- Pick up your handset and press the **MSG** button.
- At the password prompt, press the ***** key.
- When prompted, enter your extension number and then your password.

Reach Your Mailbox From an External Phone

- Dial your company's phone number.
- If the Automated Attendant answers, press the ***** key **twice** during the greeting message.
If your receptionist answers, ask to be transferred to your voice mail. During your greeting message, press the ***** key.
- When prompted, enter your extension number and password.

Reach the Automated Attendant

- From any internal phone, dial **5**.

Change Your Password

- Pick up your handset and press the **MSG** button.
- When prompted, enter your password.
- Press **9** for mailbox options.
- Press **2** to select the Change Password option.

Message Playback Shortcut Keys

- While listening to a message, you can
 - Press **1** to listen to the first message.
 - Press **2** to save the current message.
 - Press **3** to delete the current message.
 - Press **4** to reply to the sender of the current message.
 - Press **5** to forward the current message.
 - Press **6** to hear date, time, and sender information.
 - Press **7** to backup 5 seconds in the current message.
 - Press **8** to pause the current message.
 - Press **9** to skip forward 5 seconds in the current message.
 - Press **#** to skip to the next message.
 - Press ***** to exit to the main menu.

Forward a Message

- While listening to the message, press **5**.
- The system prompts you to enter an extension or group number. You can add as many destinations as you want.
- After you have entered all the destinations, press **#** to begin recording a forwarding comment.
- When you finish recording the comment, press **#** for more options or hang up.

Mailbox Options

- After logging in to your mailbox, press **9** to perform any of the following actions:
 - Press **1** to change your name announcement or greeting.
 - Press **2** to change your password.
 - Press **3** to create or edit group lists.