



NEC VOICEMAIL QUICK REFERENCE GUIDE

Set up your Voicemail box

- Press Message key (or dial voicemail extension 250)
- When voicemail answers, the tutorial will prompt you to input a security code. Enter **0000**. Voicemail will then inform you that you don't have a security code. Enter your own security code and press *. Voicemail will ask you to re-enter your password and press *. It is very important to have a security code.
- The tutorial will now prompt you to input your name, greeting, etc.
- Press "1" when you are prompted at the end of the tutorial to save your set up, or press "2" to erase and start over.

Retrieve messages from your voicemail

- Dial extension 250 (or press Message key)
- When voicemail answers, dial your security code
- When the display screen shows "New", "Old", "LVMSG", or "setup", press the soft key under the display to select a New message, Old message, etc.

After Listening to a message

- Press soft key under the display that says "Arch" (archive/save to save message in Old)
- Press Del for immediate deleting of that message
- Press REW to rewind in increments of 3 seconds of the current message
- Press >>>> soft key under the display to move to the next menu: where you will have the following options:
 - Pause/Resume
 - FFWD (forward increments of 3 seconds) to forward a copy of the message to someone else's mailbox with or without your comments)
 - REDIR to Redirect the message to another user's mailbox
 - You may also press 4 to slow down the caller's voice (each time you press 4 it gets slower)
 - You may also press 6 to speed up the caller's voice

Recording alternate greetings and switching to that greeting

- At the main menu in voicemail, press the soft key "SETUP"
- Press soft key "GREET"
- Display shows "CURR" for current greetings, "SWITCH" for switch from standard greeting to alternate, or vice versa, "STND" for standard greeting.
- Press SWITCH greetings to record the alternate greeting and to turn it on
- Do the same thing to switch from alternate back to standard greeting when you want the normal greeting to play for your callers.

Call from an Outside Number to check Voicemail

- Dial 222-7397 system or your own direct dial number if you have one; if you don't have any direct numbers, dial the main number of your company.
- When the voice mail greeting answers, dial your personal ID Code, which is 9 plus your extension number and your security code when prompted.
- Follow prompts.

To leave a message for someone in the Voicemail system without ringing their phone:

- Log into voicemail per above
- Press "LVMSG" soft key
- Follow voice prompts to address the message, create the message and send it.

Note: When using this method to send a message, the other person's phone does not ring, and when they hear the message, they will get a "reply" prompt to send you a return message.

Leave a Future Delivery Voicemail:

- Press "LVMSG" soft key
- Input your own extension number when it prompts for the extension
- Leave yourself a reminder message
- Press the * key when done
- You will hear a menu: Press 4 to mark urgent, Press 5 to mark Private, press 6 to get a return receipt, press 7 to send in the future
 - Press 7
 - Input 0 for later today delivery, press 1 for deliver 1 day from now, 2 for deliver 2 days from now, etc.
 - The following prompts will play:
 - Input 9 for a delivery in a different month.
 - Input 1-12 for the month.
 - Input 1-31 for the day.
 - Input the time.
 - Press 1 for AM, press 2 for PM delivery.
 - Hang up to send.

Note: On the specific day, you will get the reminder message in your mailbox. This of feature can be set up to 1 year in the future. You may also leave a message using these special delivery options when you send a message to any mailbox by pressing at the end of your message and inputting the special delivery option code.