

Your NEC Voicemail Box

AFFORDABLE TELEPHONE SYSTEMS

BASIC SETUP

Press the **VM:00** Key (in LCD with phone hung-up)

Change greeting press 4

Change name dial 76

Change security code dial 677

COMMONLY USED FEATURES

While listening to messages

Press 2 to rewind, * to pause, 4 to fast-forward

Press 84 to hear the time/date information

Press 63 to forward the message to another employee's mailbox

Voicemail Transfer

Use this feature for transferring a call directly to someone's voicemail.

While the caller is on the line press:

Transfer + recipient's extension + 8 + hang up.

(If you have a button for the recipient you can simply press it, then 8, then hang up.

Checking your voicemail from outside the office

Dial the office number. If the auto-attendant answers, simply press # (pound) and your extension number. If a person answers, have them transfer you to x300 first, then press # and your mailbox number at the menu.