

# **NEC**

## **ELITEMAIL VOICEMAIL**

### **To SET UP VOICEMAIL:**

1. Press **SPEAKER 300** (or **VOICEMAIL** key) follow prompts

**Note:** Security code default is usually 9155

Press \* after recording message **Note:** 1 = yes, 2 = no

\*\* Wait until recording asks you to press 1 to confirm before ending voicemail

### **To LISTEN TO VOICEMAIL MESSAGES**

1. Press **SPEAKER 300** (or **VOICEMAIL** key) and enter security code
2. Press **NEW** or **OLD** (circle buttons under display)
3. While listening you can press **ARCH** (save), **DEL** (delete), **REW** (rewind 5 seconds), or **MORE** to get more options such as **REDIR** (to send messages to another mailbox)

### **To CHANGE YOUR CURRENT GREETING**

1. Press **SPEAKER 300** (or **VOICEMAIL** key) enter your security code
2. Press **SETUP** , then **GREET**, then **CURR**
3. Listen to current recording, she will then ask if you want to switch to your alternate greeting: press **2** for NO
4. You will then be asked do you want to re-record your current greeting: press **1** for YES; the follow prompts

### **To CHANGE YOUR RECORDED NAME**

1. Press **SPEAKER 300**(or **VOICEMAIL** key) enter your security code
2. Press **SETUP** then **PERS**, then **MORE**, then **RCNAM**
3. Follow prompts from there

### **To CHANGE YOUR SECURITY CODE**

1. Press **SPEAKER 300** (or **VOICEMAIL** key) enter your security code
2. Press **SETUP**, then **PERS**, then **CODE**
3. Follow prompts from there

### **To ACCESS YOUR VOICEMAIL FROM OUTSIDE:**

1. Call Main telephone number
2. Enter 9 + your local (eg. 100, 101)

### **To TRANSFER A VOICEMAIL USER INTO VOICEMAIL:**

1. Press **TRANSFER** key, press **300** (or **VOICEMAIL** key), then hang up
2. **USER:** enters 9 + their mailbox number, then follow prompts

