

NEC

ELITEMAIL VOICEMAIL

TO SET UP VOICEMAIL

1. Press **MESSAGE** key, follow prompts **Note:** Security code default is 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 **MESSAGE** key and enter security code (if required)
2. Press **NEW** or **OLD** (circle buttons under display)
3. While listening you can press **ARCH** (save), **DEL** (delete), **REW** (rewind 5 secs), or **MORE** to get more options such as **REDIR** (to send messages to another mailbox) or to Change Your Greeting: press **SETUP, GREET, CURR** after step 1.

TO CHANGE YOUR CURRENT GREETING

1. Press your **MESSAGE** 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 your **MESSAGE** key, enter your security code
2. Press **SETUP** then **PERS**, then **MORE**, then **RCNAME**
3. Follow prompts from there

TO CHANGE YOUR SECURITY CODE

1. Press your **MESSAGE** key, enter your security code
2. Press **SETUP**, then **PERS**, then **CODE**
3. Follow prompts from there

TO RE-SPELL YOUR NAME FOR THE COMPANY DIRECTORY

1. Press your **MESSAGE** key, then enter your security code
2. Press **SETUP**, then **PERS**, then **SPELL**; 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 **MESSAGE** key, then hang up
3. USER: enters 9 + their mailbox number, then follow prompts

