

NEC

ELITEMAIL LX VOICEMAIL USER GUIDE

Set Up Your Voicemail:

1. Press **MESSAGE** key
2. Enter default security code: 9155 then follow prompts
 - Note:** * First you will have to record your name for the company directory
 - * It will ask you to spell the first three letters of your name
 - * It will ask you if you would like to be listed in the company directory
 - * You will then have to record your greeting (Press * when done recording)
 - * Next you will be asked to enter in a new security code (must be between 4-10 digits long, and nothing too simple ex. 1234)

***When you have *Finished* setting up your mailbox, the voicemail will say "if you are satisfied with these options press 1", if you *do not* press 1, then it will erase everything you have just done in the voicemail and you will have to start over.

Listen to Voicemail Using Soft Keys:

1. Press **MESSAGE** 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** (or >>>>) to get more options such as **REDIR** (to send messages to another mailbox)

Listen to Voicemail Using the Dial Pad

1. Press **VOICEMAIL** key and enter security code

To Review: New Messages.....	Press 4
Leave Message.....	Press 5
Review old Messages.....	Press 6
Set up Options	Press 7
Systems Manager Options.....	Press 0

While Listening to a Message

- | | |
|---------------------|---------|
| Reply..... | Press 4 |
| Check Next | Press 5 |
| Delete..... | Press 6 |
| Archive (Save)..... | Press 7 |
| Time Stamp..... | Press 8 |
| Redirect..... | Press 9 |
| Save As New..... | Press 0 |
| Repeat Message..... | Press # |

Note: Press 1 for Yes, or 2 for No



Change your Greeting:

1. Press your **MESSAGE** key, then enter your security code
2. Press **MORE** (or >>>>), **SETUP**, then **GREET**, then **CURR**
3. Follow prompts (NOTE: Press * when done recording)

Change your Recorded Name:

1. Press your **MESSAGE** key,
2. Enter your security code
3. Press **MORE** (or >>>>), **SETUP**, Press **PERS** , Press **MORE>**,
4. Press **RcNAM..** follow prompts (NOTE: Press * when done recording)

Change your Spelled Name:

1. Press your **MESSAGE** key,
2. Enter your security code
3. Press **MORE** (or >>>>), **SETUP**, Press **PERS**
4. Press **SPELL...** follow prompts

Transfer a User into Voicemail:

1. Press **TRANSFER** key, then press **MESSAGE** key, hang up
2. **USER:** enters 9 + their mailbox number and follow prompts

Access Your Voicemail From Outside:

1. Call main number when auto attendant greeting begins:
2. Enter **9 + your local** (eg 305, 328) Enter your security code
3. Press **4 to listen to NEW** messages or **6 for old** messages
4. The system will then tell you "You have ___ messages, would you like to hear them?"
Press 1 for Yes, or 2 for No
5. **While listening** to a message you can press:

To back up a few seconds.....	Press #
To repeat the message.....	Press ##
To hear a menu of options.....	Press 3
Check Next Message.....	Press 35
Delete Message.....	Press 36
Save Message.....	Press 37
Time and Date.....	Press 38
Redirect Message to Another Mailbox.....	Press 39
Save as New (New Messages only).....	Press 30
Repeat Message Again.....	Press 3#
Exit quickly using a one touch phone.....	Press *

Change Your Current Greeting From Off Site

1. Call the main number. When the Auto Attendant picks up enter 9+ Your Extension
2. Enter your security Code
3. Press **7**, then Press **4**
4. Press **6** for Standard greeting (or **7** for Alternate)
5. Press **1** (NOTE: Press * when done recording)

