

# NEC

## INMAIL VOICEMAIL INSTRUCTIONS

### 1. TO ACCESS YOUR MAILBOX:

- Press your **MESSAGE** key OR
  - Dial (Usually 300) then you will be prompted to enter your mailbox number
- From Outside:** dial main number: when the auto attendant message starts: enter # then your mailbox number

### 2. TO SET A SECURITY CODE:

**(Strongly Recommended you set a Security Code)**

- Press your **MESSAGE** key
- Enter OP (**67**)
- Press S (**7**) or SEC (soft key)
- Enter new security code.. system will then repeat it back
- Press C (**2**) or OK (soft key)
- Press **Exit** (soft key)

### 3. TO RECORD YOUR NAME FOR THE COMPANY DIRECTORY

- Press your **MESSAGE** key, then security code
- Enter RN (**76**)
- Press R (**7**) or REC (soft key); follow prompts
- Press **Exit**

### 4. TO RECORD YOUR PERSONAL GREETING

- Press your **MESSAGE** key, then security code
- Press G (**4**) or GREET (soft key)
- Press **1** or GR1 for your first greeting or GR2 GR 3
- Press R (**7**) or REC (soft key)
- Press L (**5**) or LSTN to play it back or Rec to re-record
- Press **Exit** when done

### 5. TO LISTEN TO VOICEMAIL MESSAGES

- Press your **MESSAGE** key or **VMsg** soft key
- Enter your security code
- Press L (**5**) or LSTN soft key
- Press E (**3**) or ERASE soft key or SA (**72**) to save
- Press RPT soft key to repeat message or **2** to back up 5 seconds
- Press MF (**63**) to forward to another mailbox
- Press TI (**84**) for time and date
- Press L (**5**) or Next soft key to go to next message

### 6. TO TRANSFER AN EMPLOYEE INTO VOICEMAIL

- Press **TRANSFER**, dial (Usually 300) , hang up
- EMPLOYEE: Press # key then enter your mailbox number: eg. #101

