

NEC

INTRAMAIL VOICEMAIL INSTRUCTIONS

1. TO ACCESS YOUR MAILBOX:

- Press your **MESSAGE** key OR
 - Dial then you will be prompted to enter your mailbox
- 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 **MSG** 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 **MSG** key, then security code
- Enter RN (**76**)
- Press R (**7**) or REC (soft key); follow prompts

4. TO RECORD YOUR PERSONAL GREETING

- Press your **MSG** key, then security code
- Press G (**4**) or **GREET** (soft key)
- Press **1** or **GR1** for your first greeting or **GR2** or **GR3**
- 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 **MSG** 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 600), hang up
- **EMPLOYEE:** Press # key then enter your mailbox number: eg. #301

