

# NEC

## UM8500 VOICEMAIL QUICK REFERENCE

### Set Up Your Voicemail:

1. Press **SPEAKER**, Press **VOICEMAIL** key
2. Enter default security code: **9155** then follow prompts
  - Note:** \* First you will have to record your name for 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 3-10 digits long, and nothing too simple - Example 1234)

### Listen to Voicemail Using the Dial Pad

Press **SPEAKER** , Press **VOICEMAIL** key and enter security code

To Review: Check New Messages.....Press **1**  
 Send a Message.....Press **2**  
 Review old Messages.....Press **3**  
 Set up Options .....Press **4**

### During Message Playback

Repeat Message.....Press <b>1</b>	Rewind.....Press <b>7</b>
Save.....Press <b>2</b>	Pause or Continue.....Press <b>8</b>
Delete.....Press <b>3</b>	Fast Forward.....Press <b>9</b>
Change Volume.....Press <b>5</b>	Skip to end.....Press <b>0</b>

### After Listening to a Message

Repeat.....Press <b>1</b>	Forward Message.....Press <b>5</b>
Save.....Press <b>2</b>	Save As New.....Press <b>6</b>
Delete.....Press <b>3</b>	Rewind.....Press <b>7</b>
Reply.....Press <b>4</b>	Hear Summary.....Press <b>9</b>

### Access Your Voicemail From Outside:

1. Call main number when auto attendant greeting begins:
2. Enter \* followed by your **extension number** (ex. 305, 328)
3. Press # followed by your password
4. Press **1** to listen to **NEW** messages
5. Follow Prompts



### **Change your Greeting:**

1. Press **SPEAKER** , then press your **VOICEMAIL** key,
2. Enter your security code
3. Press **4, 1, 1**
4. The system will then play your current greeting. Press **1** to re-record it, or press **3** to select and re-record a different greeting
5. Enter the new password again, then press **#** (to confirm)

### **Change your Recorded Name:**

1. Press **SPEAKER** , then press your **VOICEMAIL** key,
2. Enter your security code
3. Press **4, 3, 2**
4. Press the **#** key when done recording

### **Change your Security Code:**

1. Press **SPEAKER** , then press your **VOICEMAIL** key,
2. Enter your security code
3. Press **4, 3, 1**
4. Enter your new password, then press **#**
5. Enter the new password again, then press **#** (to confirm)

