

NEC TELEPHONE VM USER GUIDE – UM8000

Getting Started

- Press the **VM** softkey from your telephone
- Enter your password (default password is 0000)
- Follow the prompts to set up your mailbox

Log in from Your Telephone

- Press **VM** softkey
- Enter your password
- Follow the prompts on your phone display

Main Menu Softkeys

- New – Listen to New Messages
- Old – Listen to Old Messages
- LvMsg -Leave a message for another user
- More - See additional options
- Setup - voice mail box options

Message Handling Menu

- Reply - Reply to internal message
- Next - Play next message
- Del - Delete message
- Arch - Save message to archive
- Redir - Forward message to an internal user
- Rew - Rewind
- FFwd - Fast forward
- Pause - Pause play
- Time - Play time stamp
- Call - Return call
- Back - Previous menu

Setup Menu

- **Pers** - Personal Options
 - Code - Change password
 - Spell - Respell name
 - Dir - Directory listing
 - RcNam- Rerecord name
 - Back - Previous menu

- **Greet** - Greetings
 - Curr - Play current greeting
 - Swtch -Switch greeting
 - Std - Edit standard greetings
 - Alt - Edit alternate greeting
 - Busy - Edit busy greeting
 - Back - Previous menu

- **Trfr** - Transfer & Delivery

- **Grps** - Groups

Log in from Outside the System

- **Dial** _____
- Wait for voicemail to pick up
- Enter 9 and your extension
- Enter your password

While listening to messages:

Press 221- to save and move to the next message

Press 222- to delete and move to the next message

Main Menu

4. Check new messages
5. Leave a message for another user
6. Review old messages
7. Change setup options

Message Handling Menu

4. Reply
5. Check next message
6. Delete
7. Archive
8. Hear timestamp
9. Redirect
0. Save as new message
- # Repeat the menu options

Setup Menu

4. Greetings

4. Play current greeting
5. Switch greeting
6. Edit standard greeting
7. Edit alternate greeting
8. Edit busy greeting

5. Groups

4. Create a Group
5. Edit a group
6. List Groups
7. Delete A Group

6. Transfer & Delivery

7. Personal Options

4. Change security code
5. Recorded name
6. Spelled name
7. Directory listing on/off
8. Email set up

8. Message Copy On/Off

9. Message Order Options

1. New Message Order Options
Last in First Out Message Order
2. Old Message Order Options

Notes: Press # to move back one menu.
Press * for main menu

Training Links:

<http://www.loffler.com/support/training/voice-solution-training/nec-telephony-phone-systems/>

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