NEC TELEPHONE VM USER GUIDE – InMail

Getting Started

- Lift handset or press Speaker
- Press the VM key
- Press **RN (76)** to record name
- Press REC softkey to record name
- When done press the EXIT softkey
- Press **OP (67)** for mailbox options
- Press SEC softkey to setup a security code
- When done press the EXIT softkey
- Press GREET softkey to record a greeting
- Press **[Gr1]** to record your greeting

Log in from Outside the System

- Dial Main number and wait to hear the "Main Greeting" or ask to be transferred to the voicemail extension
- Press # and your extension when you hear the greeting
- Enter your security code (if you set one)
- Follow prompts
- VOICEMAIL extension is _____ (check with your system administrator).

Numerical Menu

4	Mailbox greetings
5	Check new messages
7	Security code
28	Auto time stamp
67	Mailbox options
76	Record mailbox names
77	Record & Send message
84	Time and Date

Log in from Your Telephone

- Press VM key
- Enter your security code
- Press the Lstn softkey

Options Menu

Lstn - Check new messages
- Arch - Archive the message
- Erase - Erase Message
- Next - Skip to next message
- Rpt - Backup to beginning
- Exit - Exit Listen Mode

Rec - Leave a message for a user

Greet - Change your greeting

Exit - Exit softkey mode

Note: Press "0" to get a complete list of options

Options While Listening

2	Rewind a few seconds
3	Erase Message
4	Fast Forward
5	Listen to next
22	Rewind to beginning
62	Call Sender
63	Forward Message
72	Save Message
73	Record Reply
84	Get time, date
*	Pause/Resume
#	Exit Listen Mode

Training Links:

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

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