

NEC TELEPHONE VM USER GUIDE – ENGHOUSE

Getting Started

- Press **Voicemail**
- Enter your password (default password is 2222)
- Follow the prompts to set up your mailbox

Log in from Your Telephone

- Press **Voicemail**
- Enter your password

Log in from Outside the System

- Dial your direct number
- Wait for voicemail to pick up
- Press # and your extension
- Enter your password

Log in from Another Extension

- Press **Voicemail**
- Press *# followed by your extension
- Enter your password

Main Menu

- 1 Listen to new messages
- 2 Listen to saved messages
- 3 Change Greetings and Profiles
- 4 Send a Message
- 5 Mailbox Options & Maintenance

Message Handling Menu

- 1 Listen/Listen to Next Message
- 2 Save New/Retain Saved
- 3 Delete
- 4 Reply to Message
- 5 Date & Time Message Left
- 6 Forward Message
- 7 Skip Backward
- 8 Pause
- 9 Fast-forward 5 seconds
- # Dial Caller

Mailbox Options and Maintenance

- 1 Record/Change Mailbox Name
- 2 Change Pin Number
- 3 Listen to Deleted Messages
- 4 Personal Distribution Lists

Press * to return to Previous Menu

Change Greeting & Profiles

- 1 Change Current Greeting
- 5 Toggle Schedule on/off
- 6 Busy Greeting
- 7 Select/Change Profile
- 8 Record Pre-Record Prompt
- 9 Current Profile Maintenance Options

Profiles

- Profile 0 – In the Office
- Profile 1 – In a Meeting
- Profile 2 – Out of the Office
- Profile 3 – On Leave

Training Links:

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

The logo for LOFFLER, featuring the word "LOFFLER" in a bold, black, sans-serif font. A red horizontal bar is positioned behind the letter "F".