

NEC TELEPHONE VM USER GUIDE – **UM4730**

Getting Started

- Press **Voicemail**
- Enter your password (default password is 0000)
- 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 _____ (Check with your system administrator)
- Wait for the “Main Greeting”
- Enter your ID (9+Extension)
- Enter your password

Main Menu Short Cuts

- 4 Check New Messages
- 5 Leave Messages
- 6 Review Messages
- 7 Change Set Up Options
- 744 Hear Current Greeting
- 745 Switch Greetings
- 746 Change Standard Greeting
- 747 Change Alternate Greeting
- 748 Change Busy Greeting
- 754 Add Message groups
- 755 Edit Message Groups
- 756 List Message Groups
- 764 Change Call Transfer
- 765 Change Message Delivery
- 774 Change Security Code
- 7641 Turn Call Transfer On
- 7642 Turn Call Transfer Off
- 76414 Change Phone number for Call Transfer
- 76415 Turn Call Screening options off

Commands

- * - To Finish A recording
- *** - To Exit the System Quickly
- 3 - To hear Menu Options

Log in from Your Computer

- Start your internet browser
- Enter _____ into the URL (Check with your system administrator)
- Type in your ID and Password

Training Links:

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

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