

## NEC InMail Voicemail - Quick Reference

When you access the voicemail system the options will be listed on the display screen of your telephone. You will use the small gray soft keys located just below the screen to access the desired feature.

**Initial mailbox set up** – Remember keep your eyes on the display screen

Press the VMsg soft key

Press the Greet soft key

Press GR1 soft key (this is your main greeting)

Press the Record soft key to begin recording

Press the Done soft key when your recording is complete

Press the Back soft key *2 times*

Press the More soft key

Press the RCNAM soft key (this is where you record your name)

Press the Record soft key

Press the Done soft key when your recording is complete

Press the Back soft key

Press the More soft key

Press the Setup soft key

Press the code soft key

Enter code

Press the OK soft key to accept- you are finished- hang up

**Checking messages from your desk- Remember keep your eye on the display screen.....**

Press the VMsg soft key

Enter your code when prompted

Press the LSTN soft key to listen to the message

Press the DEL soft key if you wish to delete the message- if you take no action after listening to the message it will automatically be archived.

**While Listening you can.....**

Press 2: Back up a few seconds

Press 22: Back to the beginning of the message

Press 4: Go ahead a few seconds

Next: Takes you directly to the next message

Rplay: Replays the entire message

Del: Deletes your message

Pause: Pauses the message you are listening to

Resume: Resume listening to the message

Redir: You can redirect the message to another mailbox

Call: This will allow you to call the party back

(Not available on all calls)



## NEC InMail Voicemail - Quick Reference

### ***Checking messages remotely- 24/7 access***

Call the main number

When the auto attendant answers dial # (pound) and your extension. The system will prompt you to enter your security code. Once your code has been entered you will be given instructions for listening to your messages.

To listen to your message- press 5

To leave a message for an employee- press 77

To delete the message- press 3

For a complete list of menu choices –press 0

\* If you do not delete the message it will automatically archive\*

### ***Message Forwarding***

Press the VMsg (or voicemail button)

Press 5 (L) to listen to the message

Press 63 (MF) to forward message

Then follow instructions

### ***Time and Date Stamp***

During or after listening to a message Press 84 (TI)

This will give you Time, Date, and caller ID information for the call

