

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.

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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)

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*