

NEC Elite Voicemail Quick Reference Guide With Softkey Features (FMS/VMS/VMP)

Setting up your Voicemail Box: Press Message or Voicemail button or lift handset and dial 250. (If System has default password, enter '0327'). System will prompt you to enter personal pass-code (3-10 digits). Follow tutorial prompts to record name, spell name, turn directory listing on or off, record greeting. At end of prompts, press 1 to confirm settings as instructed. Personal Voicemail Box will be set-up.

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Checking Voicemail: When new voicemail message is left in personal voicemail box, LED, Feature/FNC key will flash, and number of messages appear in display. Press Message/Voicemail button or lift handset or dial voicemail access code '250'. Enter personal passcode upon prompt. Follow prompts in the display by pressing SoftKeys, (i.e. Press the triangular button below NEW on display to listen to new messages.) See below.....



Using the Triangular softkeys, press softkey below 'New' on the display to check new messages, press 'Old' for saved messages, etc. Once the message is playing the options, the display will change to DEL for delete, ARCH to archive/save, REW for rewind, and MORE. By pressing MORE Softkey, additional options such as Pause, Redirect to another extension, Replay, etc. will be offered. Press desired softkeys and follow system prompts.

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Change Standard Greeting with softkeys:

Press voicemail/message button. Enter security code upon prompt.
Press softkey under SETUP on display
Press softkey under GREET on display
Press softkey under CURRENT on display
Press 1 for yes to change the current recorded greeting.
(To switch to Alternate Greeting, press switch)
Follow audible instructions.

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Change Security Code with softkeys:

Press voicemail/message button. Enter security code upon prompt.
Press softkey under SETUP on display
Press softkey under PERS (for personal) on the display
Press softkey under CODE on display
Press 1 for yes to enter a new security code. Follow audible instructions.

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For all available options, refer to NEC EliteMail FMS/VMS Voice Mail User Guide.