

NEC

NEAXMAIL IM16 TELEPHONE QUICK REFERENCE

SETTING UP YOUR VOICEMAIL BOX:

1. Press **SPEAKER** key (or lift handset) then press **MESSAGE** key,
2. Follow prompts to set up your mailbox: enter **9155** as the default security code

LISTENING TO VOICEMAIL MESSAGES

1. Press **SPEAKER** key (or lift handset) then press **MESSAGE** key, enter security code
2. MAIN MENU options:
 - Press soft key **NEW** to listen to new messages;
 - Press soft key **OLD** for saved messages;
 - Press soft key **LV MSG** to leave a message for a co-worker;
 - Press >>> or **SETUP** for options such as change personal greeting

*** Remember: press **1** for yes or **2** for no
3. While listening you can;
 - To delete message: press **DEL**
 - To save the message: press **ARCHV**
 - To Rewind 4 seconds: press **REW**
 - To redirect message: press >>> then **REDIR**
 - To replay message: press >>> then **RPLAY**

CHANGE YOUR GREETING:

1. Press **MESSAGE** key,
2. When prompted, enter your security code,
3. Press >>> or **SETUP** soft key
4. Press **GREET**, then **CURR** soft keys
4. Follow prompts (NOTE: Press * when done recording)

CHANGE YOUR RECORDED NAME:

1. Press your **MESSAGE** key,
2. When prompted, enter your security code
3. Press >>> or **SETUP** soft key
4. Press **PERS**, Press **MORE**, soft keys
5. Press **RcNAM..** follow prompts (NOTE: Press * when done recording)

CHANGE YOUR SPELLED NAME:

1. Press your **MESSAGE** key,
2. When prompted, enter your security code
3. Press >>> or **SETUP** soft key
4. Press **PERS** soft key
5. Press **SPELL...** follow prompts



TO RETRIEVE YOUR MESSAGES FROM OUTSIDE:

1. Call main number when auto attendant greeting begins:
2. Enter **9 + your local** (eg 305, 328) Enter your security code
3. Press **4 to listen to NEW** messages or **6 for old** messages
4. The system will then tell you "You have ___ messages, would you like to hear them?" **Press 1 for Yes, or 2 for No**
5. **While listening** to a message you can press:
 - To back up a few seconds..... Press **#**
 - To repeat the message..... Press **##**
 - To hear a menu of options..... Press **3**
 - Check Next Message..... Press **35**
 - Delete Message..... Press **36**
 - Save Message..... Press **37**
 - Time and Date..... Press **38**
 - Redirect Message to Another Mailbox..... Press **39**
 - Save as New (New Messages only)..... Press **30**
 - Repeat Message Again..... Press **3#**
 - Exit quickly using a one touch phone..... Press *****

CHANGE YOUR STANDARD GREETING FROM OUTSIDE:

1. Call the main number. When the Auto Attendant picks up enter 9+ Your Extension
2. Enter your security Code
3. Press **7**, then Press **4**
4. Press **6** for Standard greeting (or **7** for Alternate)
5. Press **1** (NOTE: Press * when done recording)

