

NEC

UM8500 VOICEMAIL QUICK REFERENCE

Set Up Your Voicemail:

1. Press **SPEAKER**, Press **VOICEMAIL** key
2. Enter default security code: [password as previously provided by NATG] then follow prompts
 - Note:** * First you will have to record your name for the company directory
 - * You will then have to record your greeting (Press # when done recording)
 - * Next you will be asked to enter in a new security code (must be between 3-10 digits long, and nothing too simple - Example 1234)

Listen to Voicemail Using the Dial Pad

Press **SPEAKER** , Press **VOICEMAIL** key and enter security code

To Review: Check New Messages.....Press **1**
 Send a Message.....Press **2**
 Review old Messages.....Press **3**
 Set up OptionsPress **4**

During Message Playback

Repeat Message.....Press 1	Rewind.....Press 7
Save.....Press 2	Pause or Continue.....Press 8
Delete.....Press 3	Fast Forward.....Press 9
Change Volume.....Press 5	Skip to end.....Press 0

After Listening to a Message

Repeat.....Press 1	Forward Message.....Press 5
Save.....Press 2	Save As New.....Press 6
Delete.....Press 3	Rewind.....Press 7
Reply.....Press 4	Hear Summary.....Press 9

Access Your Voicemail From Outside:

1. Call main number when auto attendant greeting begins:
2. Enter * followed by your **extension number** (ex. 305, 328)
3. Press # followed by your password
4. Press **1** to listen to **NEW** messages
5. Follow Prompts



Change your Greeting:

1. Press **SPEAKER** , then press your **VOICEMAIL** key,
2. Enter your security code
3. Press **4, 1, 1**
4. The system will then play your current greeting. Press **1** to re-record it, or press **3** to select and re-record a different greeting
5. Enter the new password again, then press **#** (to confirm)

Change your Recorded Name:

1. Press **SPEAKER** , then press your **VOICEMAIL** key,
2. Enter your security code
3. Press **4, 3, 2**
4. Press the **#** key when done recording

Change your Security Code:

1. Press **SPEAKER** , then press your **VOICEMAIL** key,
2. Enter your security code
3. Press **4, 3, 1**
4. Enter your new password, then press **#**
5. Enter the new password again, then press **#** (to confirm)

