

Preparing to Use Voicemail

Step 1: Set Up Your Voicemail Box

In this step, you will be recording a greeting that callers will hear when your phone is either busy or your phone is not answered. Please take a moment to think about what you would like to say to callers in this greeting.

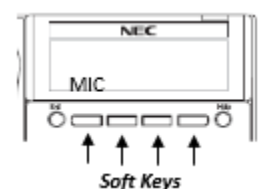
You will also be asked to enter a new password. Please choose a new password before beginning this step. Passwords must be at least 6 digits long, and cannot be simple patterns such as 123456 or 222222.

- Dial 84000 from your telephone
- Note: Voicemail will guide you through the set up.
- Enter your temporary password
- Record your name (first & last)
- Record your greeting
- Enter your new password

Step 2: Forward Your Phone to Voicemail

In order for voicemail to answer your calls, your phone must be forwarded to voicemail. When forwarding a phone to voicemail, the feature “Forward Busy/No Answer” is typically used. When this feature is set on your phone, the caller will be forwarded to your voicemail when your phone is busy or when your phone is not answered. The FDB Soft Key is used to set the Forward Busy/NO Answer feature on your phone.

Note: There are 4 Soft Keys on the NEC digital telephone. They are directly below the display screen, and are between the Exit and Help



located keys.

The function of a Soft Key is determined by what is displayed on the screen above the Soft Key when the Soft Key is pressed. For example, MIC is displayed above a Soft Key, pressing the MIC Soft Key will turn the microphone either on or off.

display when phone's

- Press the Speaker key
 - If FDB is not displayed above a Soft Key, press the >>> Soft Key
- Press the FDB Soft Key
- Dial 84000
- Press the Speaker key

Step 3: Program a Shortcut to Access Your Voicemail Box

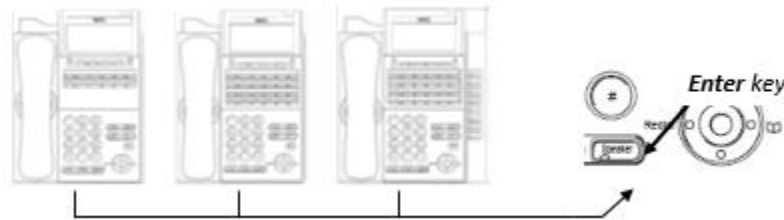
Below are two different approaches to this feature, depending on the look of your NEC phone. Follow the steps for your phone.

- Press the Feature key
- Press the Message key
- Dial 84000
- Press the Feature key



You can now access your voicemail box from your phone by pressing the Message key.

- Press the Feature key
- Press the Enter key
- Dial 84000
- Press the Feature key



You can now access your voicemail box from your phone by pressing the Enter key, followed by the 2 key on the number dial pad.