
NEC INMAIL USER GUIDE



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Record Your Greeting

- Press the VMsg button under the display
- Press Greet or dial 4
- Select Greeting number 1, 2 or 3
- Press Rec
- Record your greeting

Example: Hi this is Kathy and I am unable to take your call right now but if you would please leave your name, phone number and a brief message I will return your call as soon as possible. Thank you!

- Press # Key

Record Your Name

- Press VMsg button under display
- Press More or dial 76
- Press RcNam
- Press # Key

Program Security Code

*Must have Code to check Voice Mail Remotely

- Press VMsg button under display
- Press More or dial 67
- Press Set up
- Press Code or dial 7
- Enter 4 digit code
- Press 7 to Choose "Required to Enter Security Code from Desk Phone" **OR** Press 6 to Choose "Not Required to Enter Security Code from Desk Phone."

Listen To Your Voicemail When Red Light Is Flashing On Top Of Phone

- Press VMsg button under display
- Press Listen in display
- To save press Next -or- To delete press Delete
- Other mailbox messages will flash key on phone and provide access to mailbox

Transfer A Call Directly To Someone's Mailbox

- Press Transfer
- Press VMsg key under the display
- Press the DSS key or dial the extension you want to transfer to
- Hang up

Transfer a Caller to Someone's Mailbox During A Supervised Transfer

Overview: Let's say you want to transfer a call to another extension, and your colleague answers the transfer and tells you she's busy and can't take the call. Here's how to put the caller directly in your colleague's voicemail without first having to retrieve the call and speaking to the caller again.

- Press Transfer
- Press DSS key or dial the extension you want to transfer to
 - Called party will either answer and request call be sent to voicemail
-or-
 - Called part will not answer
- Press 8
- Hang up