Your NEC Voicemail Box

CORTUM COMMUNICATIONS INC.

BASIC Voicemail SETUP

Press the **VM:00** Key (in LCD with phone hung-up)
Change greeting press 4
Change recorded name dial 76
Change security code dial 677

Change Your Name in LCD (also used for VM dial-by-name directory, if enabled)

With your phone hung-up:
Press "Menu" in LCD, then dial 81
Press "Select" in LCD and type your name in using the dialpad. Press "#" to clear name.
Press "Save" in LCD and "Speaker" button to exit.

COMMONLY USED Voicemail FEATURES

While listening to messages

Press 2 to rewind, * to pause, 4 to fast-forward
Press 84 to hear the time/date information
Press 63 to forward the message to another employee's mailbox

Voicemail Transfer

Use this feature for transferring a call directly to someone's voicemail.
While the caller is on the line press:
Transfer + recipient's extension + 8 + hang up.
(If you have a button for the recipient you can simply press it, then 8, then hang up.

Checking your voicemail from outside the office

Dial the office number. If the auto-attendant answers, simply press # (pound) and your extension number. If a person answers, have them transfer you to x300 first, then press # and your mailbox number at the menu. **NOTE: You will not be able to use this feature unless you have a password set (for security reasons).**

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