Your NEC SV9100 Voicemail Box

CORTUM COMMUNICATIONS INC.

BASIC Voicemail SETUP

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

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 + VMsg (in LCD) + recipient's extension + hang up.
(If you have a button for the recipient you can press it instead of dialing it)

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 x3999 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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