NEC TELEPHONE VM USER GUIDE – UM8700

Getting Started

- Press the Voicemail softkey
- Enter your password (default password is 0000)
- Follow the prompts to set up your mailbox

Log in from Your Telephone

- Press Voicemail softkey
- Enter your password
- Follow the prompts on your phone display

Log in from Outside the System

- Dial your direct number
- Wait for voicemail to pick up
- Press # and your extension
- Enter your password

Log in from Another Extension

- Press the Voicemail softkey
- Press *# followed by your extension
- Enter your password

Main Menu

1   Listen to new messages
2   Record and send a message
3   Phone manager
5   Listen to saved messages
7   Retrieve deleted messages (Current session only)
Main menu options

Message Handling Menu

1   Pause
2   Forward
3   Rewind 5 seconds
4   Delete
5   Save
6   Review
7   Skip
8   Reply
9   Fast-forward 5 seconds
*   Previous menu
#   Message handling menu options

Phone Manager Menu

1   Personal options
2   Messaging options
*   Previous menu
#   Phone manager menu options

Phone Manager Menu

1   Change message notification
2   Change daily reminder
3   Record Personal Greeting
    2.   Normal greeting
    3.   Record and set out-of-office greeting
4   Change security code
5   Record name
*   Previous menu
#   Personal options menu options

Training Links:

http://www.loffler.com/support/training/voice-solution-training/nec-telephony-phone-systems/

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