# NEC TELEPHONE VM USER GUIDE – UNIVERGE 3C

## Getting Started

- Press the Voicemail softkey
- Enter your extension followed by the # key
- Enter in the default security code (2222)
- System will prompt you to record your name

## Log in from Your Telephone

- Press Voicemail softkey
- Press #
- Enter your password and press #

## Log in from Outside the System

- Dial _____ (Check with your system administrator)
- Wait for the "Main Greeting"
- Enter your extension and press #
- Enter your password and press #

## Main Menu

1 New Messages
2 Old Messages
3 Send Messages
4 Transfer Extensions
5 Personal Options
6 Message Count
9 Exit

## Message Handling Menu

1 Skip Date & Time Info
2 Delete
3 Reply
4 Forward
5 Replay
6 Call Back
7 Rewind
8 Pause
9 Fast Forward
# Skip to Next Message
* To Bypass the Greeting

**Training Links:**

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

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