# NEC SL2100 Instructions
# Voicemail

## Transfer a caller to someone's voicemail

Answer call – Transfer – DSS button – dial 8 – hangup.

## Voicemail

- A red light will flash when have a new message. Press the VMsg softkey and follow the prompts.
- Press the VMsg softkey under the display.
- Follow the prompts to record your greeting and set a password.
- ***Set a password*** on your voice mailbox. It can be accessed from outside by you, or anyone.
- <u>While listening to your messages:</u>

  - Press 2    Go back a few seconds
  - Press 4    Forward a few seconds
  - Press 3    Delete current message

  - Press 22    To go back to beginning
  - Press  5    Next message

## Voicemail Password

- With the phone hung up - Press the VMsg softkey – More – Setup – Code.
- Enter a 4 digit number for your password – Press 6.
- Don't use 1234. It will be hacked.

## Check your voicemail from outside the office:

*During Office Hours:*

- Call the office and ask to be transferred to your voicemail.
- When you hear your greeting message, press #.
- Enter your security code (voicemail password) if prompted.
- Follow the prompts to listen to your messages.

*After Hours:*

- Call the office. When you hear the auto-attendant choices, press #.
- Enter your security code (voicemail password) if prompted.
- Follow the prompts to listen to your messages.

TEL-COMM SERVICES
Make the Connection!