

NEC ELITE VOICEMAIL ADMINISTRATION

To enter into Elite Administration

With the handset down (Reception set or phone with Manager status)

Press **VMS** button or Dial **333**

Press **MORE**

Press **MGR**

Manager Options as follows

CHBX = Add or delete a mailbox/Reset Mailbox or password

GREET = Change your “**opening box**” Main Auto Attendant Company Greeting for DAY/NIGHT GREETING. Also used to set **Holiday Mode**

SCHED = Change the TIME & DATE of the VOICEMAIL SYSTEM

NOTE: To change PHONE System TIME & DATE

Refer to Hand Out Sheets

To change the spoken directory

With handset down

Press **VMS** button or Dial **333**

Dial ***2#**

Dial **632**

Press **LVMSG**

Dial **200**

The greeting you will want to change is the alternate greeting. Follow the prompts to listen and re-record if required.

Checking voicemail for Virtual Extension #'s (Mailboxes only)

Inside the Office

Press **VMS** button

Dial ***2#**

Dial 9 and your mailbox # (example 9110 for mailbox 110)

(for outside the office follow standard voice mail guide)

