

**Quick Guide for your New Nec – Nitsuko Voice Mail :**  
The 5 most important things to remember!

**1) How to check your messages :**

**From inside the office :** Just press the HF or Intercom button, then press the MSG key, next enter your password (if any) then press L(5) on your dial pad.

**From outside the office :** Just call the office main number and when greeting comes on, press the Pound (#) key on your phone, then enter your extension number; the rest is the same as above.

**2) How to record your Greeting and your Name :**

Go into your own mailbox as explained above, then press G(4), then R(7) to record a greeting or L(5) to listen to an existing one. Now press ## 2 times, then dial R(7) + N(6) and state your First and Last Name, then press #, now you can press L(5) to listen or R (7) to re-record your name again.

**3) To set your own Password (Security Code) :**

Go into your mailbox, then press O(6) + P(7) then S(7) + your own 4 digit code then press # if code is correct press C(2) then hung up.

**4) To transfer a call to Voice Mail when called party is not available :**

With calling party on the line, press Intercom key then the MSG key, then D I A L the extension for the appropriate party then hung up.

**5) To Leave a message for a co-worker from inside the office :**

After dialing a co-worker's 3 digit extension and no response is obtained, press the MSG key on your phone and wait for co-worker's greeting to come on, and then begin to speak.

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