

# NEC SL1100 Instructions



# How to change your Personal greeting

- 1) Press V-MAIL Button
- 2) Press the button under the word greet
- 3) Press the button under the word Gr1
- 4) Press the button under the word Rec to record the greeting
- 5) Press the button under the word Done
- 6) Hang up when done

## To Setup Your Voicemail Password

- 1) Press VMsg Button
- 2) Press the button under the word More
- 3) Press the button under the word Setup
- 4) Press the button under the word Code
- 5) Enter security code ( four digits )
- 6) Press req or noreq if you want to require or not require your password to be entered at your station.
- 7) Hangup

# Check Voice Mail

- 1) Press VM:\*\*
- 2) Press the button under Lstn on the screen
- 3) The options while listening to the messages
  - a. Next to skip message
  - b. Rply to repeat message (After the message is done playing)
  - c. Del to erase message
  - i. These option appear on the screen. Hit the button below the words to use features.

## To Remotely Check Messages

- 1) Call into main Number
- 2) When voice mail greeting comes on press # and your Ext. No.
- 3) Enter access code (only If you set up your access code. Directions are further down this instruction booklet.

## To Remotely Check Messages If Someone Answers Phone.

- 1) Call into main Number
- 2) If someone answers the phone have them press Transfer 3898
- 3) When voice mail greeting comes on press # and your Ext. No.
- 4) Enter access code

# Transfer Messages into Another Mailbox

- 1) While listening to message dial 63
- 2) Press the button under the word Skip
- 3) Enter the mailbox number to send the message to
- 4) Press the button under the word Cont to send the message to the other mailbox

# To Transfer a Caller Directly Into Voice Mail

- 1) Press the button under the word Trf
- 2) Press the button under the word More
- 3) Press the button under the word VMsg
- 4) Dial the extension of the person's

mailbox you wish to transfer the caller to.

- 5) Hang Up

# To Leave a Message in a Mailbox

- 1) Press VMsg Button
- 2) Press the button under the word LvMsg
- 3) Record Message
- 4) Press done
- 5) Enter the extension number of the person you wish to leave the message for
- 6) Press the button under the word Send
- 7) Hang up when done

# To Make An Internal Page

- 1) Press ICM
- 2) On Screen Press Page
- 3) Press InPg
- 4) And Press 1 for Group No.

# To Change Your Main Greeting

- 1) Press VM:\*\*
- 2) Dial 72 ( Administrative Options )
- 3) Press the button under the word Instr
- 4) Dial the Instruction Mailbox Number
- 5) Press the button under the word Rec to record the greeting
- 6) Press the button under the word Done
- 7) Hang up when done

# To Change Override Greeting From the Office

( to use this feature a routing mailbox needs to be setup by the installer )

- 1) Press VMsg button
- 2) Dial 72 ( Admin Options )
- 3) Dial 6 ( Schedule Override )
- 4) Dial 01 for Schedule 1
- 5) Press Mbox
- 6) Enter RMB number from the prompt list
- 7) Press On ( to turn off press off )
- 8) Hang up

# To Change Override Greeting From the Outside the Office

- 1) Dial Main Number
- 2) Dial #250
- 3) Dial 72
- 4) Dial 6
- 5) Dial 01 for Schedule 1
- 6) Press 2 to change the mailbox number
- 9) Enter Enter RMB number from the prompt list
- 7) To turn on press 6 ( to turn off press 6 )
- 8) Hang up