

NEC

InMail First Time Personal Mailbox Setup



Oct 2010
Rev2.0

Setting up Your Mailbox



To Access your Personal Voice Mail

- 1) Press **VMsg** Softkey
- 2) Lift handset

To Record your Mailbox Personal Greetings

- 3) Press **Greet** Softkey

There are 3 Personal Greetings that can be recorded. Greeting 1 may be used for your in the office greeting, Greeting 2 for out of the office and Greeting 3 for a personal Holiday greeting. Once the greetings are recorded you may then easily select which greeting to activate.

To Record and activate your Standard in the office greeting:

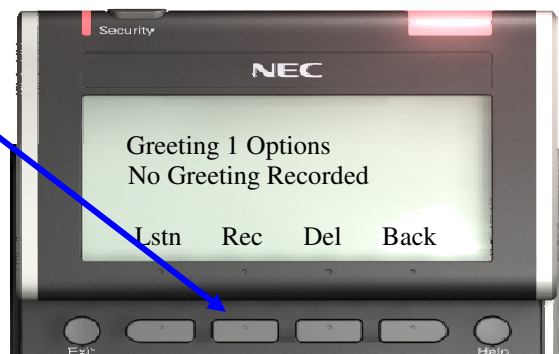
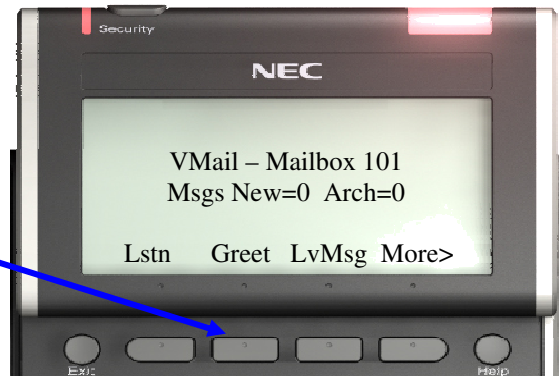
- 4) Press **Gr1** Softkey

To begin recording:

- 5) Press **Rec** Softkey and follow the instructions

When you are finished recording Personal Greetings:

- 6) Press **Back** Softkey

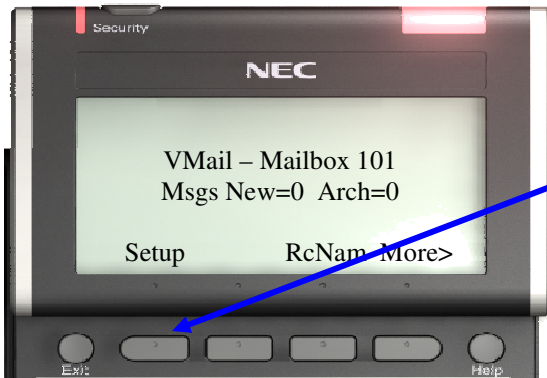




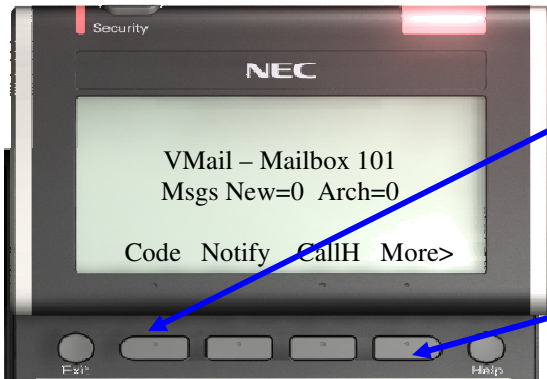
To Set your Mailbox Security Code and Record your Mailbox Name

A Security Code must have 4 digits, using 0~9.

7) Press **More>** Softkey



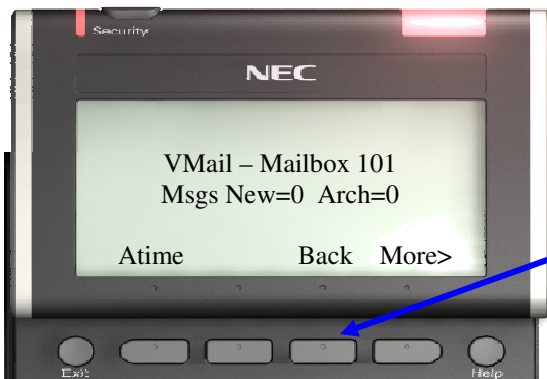
8) Press **Setup** Sofkey



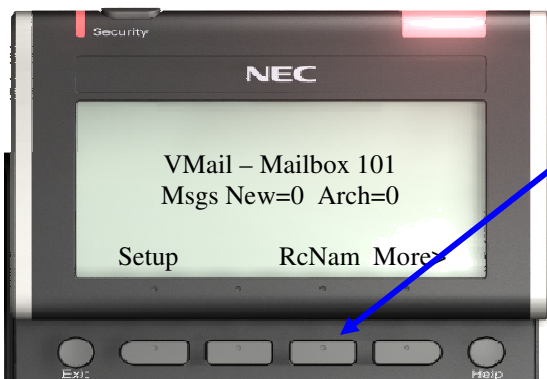
9) Press **Code** Softkey and follow the instructions

When you are finished setting your security code:

10) Press **More>** Softkey



11) Press **Back** Softkey



12) Press **RcNam** Sofkey and follow the instructions to Record your Mailbox name

When you are finished recording your name

13) Hang up Handset