



# Quick Reference Guide

## Voice Messages

### Cordless Phone (model A510)

## Voice Mail

When you dial the voicemail service on your phone for the first time, you are prompted to perform the following tasks to set up your voice mailbox:

- **Set up a recorded name**  
*Your recorded name plays with messages that you leave for others and identifies you in the directory.*
- **Record a personal greeting**  
*Your personal greeting is played when others cannot reach you.*
- **Set a Voicemail PIN (password)**  
*You use your voicemail PIN to access your voicemail from a phone other than your own desk phone.*

## To set up your voicemail



1. Press the **Menu** softkey.
2. Press the down control on the navigation pad then scroll and select **Voice Mail** to begin the setup process. *Alternatively you can dial extension number **59799** using the handset's keypad.*
3. Listen to the recorded prompts to assist you in setting up your voice mailbox.

**Note:** If you hang up before you have completely enrolled, the first time set up tasks plays again the next time you press the messages button.

## To check if you have voicemail



1. A recorder icon will display on the screen of your handset indicating you have voicemail.

## To listen to a voicemail



1. Press the **Menu** softkey.
2. Press the down control on the navigation pad then scroll and select **Voice Mail**. *Alternatively you can dial extension number **59799** using the handset's keypad.*
3. Follow the prompts to listen to your voice messages.

## To access your voicemail from any phone

1. Dial your office phone number.
2. When your voicemail answers, press (\*).
3. When prompted, enter your ID number (your extension number) followed by (#).
4. When prompted, enter your Pin number followed by (#).



Your old NEC voicemails are still accessible and you can collect them by dialling 57040. When it answers, dial (\*) then (#) (Star - Hash). You will then hear a greeting asking for your extension number.