

NEC Inmail Main Greeting

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To record Main greeting:

* From the master office phone, press “VM:00” softkey and enter your password, if required.
* When in mailbox dial 72 to access system admin.
* Press [Instr] softkey, when prompted for box number enter 001. Day Greeting
* Press [Rec] softkey and record Day main greeting.
* Press [Done] to end recording.
* When finished hang up.

To record Night greeting:

* From the master office phone, press “VM:00” softkey and enter your password, if required.
* Then dial 72 to access System Admin
* Press [Instr] softkey, when prompted for box number enter 002. Night Greeting
* Press [Rec] softkey and record Night main greeting.
* Press [Done] to end recording.
* When finished hang up.

To record Holiday greeting: (if available)

* From the master office phone, press “VM:00” softkey and enter your password, if required.
* Then dial 72 to access System Admin
* Press [Instr] softkey, when prompted for box number enter 003. Holiday Greeting
* Press [Rec] softkey and record Weekend main greeting.
* Press [Done] to end recording.
* When finished hang up.

To activate or turn off Holiday greeting: (if available)

* From the master office phone, press “VM:00” softkey and enter your password, if required.
* Then dial 72 to access System Admin.
* Press 6 and 01 to access answer schedule override options.
* Press [On] or [Off] softkeys to turn Holiday message on or off
* When finished hang up.