

# NEC EliteMail LX Digital Voice Mail, Getting Started

## Entering Your Mailbox

- Lift handset.
- Press the Message Key.
- When you call the EliteMail VMP system for the first time, you will be asked to personalize your mailbox. Doing this will open your mailbox and make it ready to use. Follow your prompts to accomplish the following steps. (Dial **1** for **YES** or **2** for **NO** to confirm each entry)

## Record Your Name

- Record your first and last name.
- Dial \* to end recording and review your name recording.
- Dial **1** to re-record, otherwise dial **2**.

## Spell Your Name

- If requested, spell the first 3 letters of your last name by dialing the corresponding numbers on your telephone dialpad. (You must do this for the dial by name directory to work)
- Follow the system instructions to spell your name.
- Enter **1** for Yes, **2** for No.

## Choose Your Directory Listing Status

- Dial **1** for **YES** or **2** for **NO** to choose whether or not you wish to be listed in the EliteMail VMP directory. (It is recommended that you choose to be listed, as the directory lets outside callers reach you by your last name if they do not know your extension number.)

## Record Your Outside And Internal Greetings

- Dial **1** for **YES** if you want to record different greetings for outside and internal callers, otherwise dial **2**.
- At the prompt, record an appropriate greeting to callers who reach your mailbox. Use the handset to record your name and a brief, descriptive message.
- Dial \* to end recording and review your greeting.
- Dial **1** to re-record, otherwise dial **2**.

## Set Your Security Code

- Dial **1** for **YES** if you wish to enter a Security Code to safeguard your mailbox from unauthorized access, otherwise dial **2**.
- Enter a Security Code of 3 to 10 digits via your telephone dialpad.
- Dial \* to complete code entry.
- Re-enter your security code, as prompted, for confirmation.

## Opening Your Mailbox

- Dial **1** to confirm your personalized settings and open your mailbox for use, otherwise dial **2**.

NOTE: *Your personalized settings can be changed at any time through Setup options.*

# System Menu



ABES-066  
TN C0550