

VOICEMAIL INSTRUCTIONS

NEC2400



TO HAVE VOICEMAIL PICK UP WHEN YOU DON'T ANSWER THE PHONE:

- PICK UP THE HANDSET
- DIAL * 9 20450
- WAIT FOR THE CONFIRMATION TONE (LONG BEEP) AND HANG UP

NOTE: If you hear a busy signal when you try the * 9 20450, this means your telephone has already been programmed to forward when unanswered. Hang up and get new dialtone and dial # 9, then hang up again. This will cancel any existing forwarding on your phone. Now try again with * 9 20450.

NOW IF YOUR TELEPHONE IS NOT ANSWERED, THE CALLER WILL BE FORWARDED TO YOUR VOICEMAIL. YOU DO NOT NEED TO PROGRAM THIS AGAIN UNLESS YOU WANT YOUR CALLS TO FORWARD TO A DIFFERENT PLACE.

TO HAVE VOICEMAIL PICK UP WHEN YOUR TELEPHONE IS BUSY:

- PICK UP THE HANDSET
- DIAL * 6 20450
- WAIT FOR THE CONFIRMATION TONE (LONG BEEP) AND HANG UP

NOTE: If you hear a busy signal when you try the * 6 20450, this means your telephone has already been programmed to forward when busy. Hang up and get new dialtone, then dial # 6 and hang up again. This will cancel any existing forwarding on your phone. Then try again with * 6 20450.

NOW IF YOUR TELEPHONE IS BUSY, THE CALLER WILL BE FORWARDED TO YOUR VOICEMAIL. YOU DO NOT NEED TO PROGRAM THIS AGAIN UNLESS YOU WANT YOUR CALLS TO FORWARD TO A DIFFERENT PLACE.

FOR ALL CALLS TO GO TO VOICEMAIL IMMEDIATELY:

- PICK UP THE HANDSET
- PRESS THE **FWD ALL** BUTTON ON YOUR PHONE
- DIAL 20450
- WAIT FOR THE CONFIRMATION TONE (LONG BEEP) AND HANG UP

YOUR FORWARD ALL BUTTON SHOULD STAY LIT AND ALL OF YOUR CALLS WILL GO DIRECTLY TO YOUR VOICE MAILBOX. YOUR PHONE WILL NOT RING WHEN FORWARD ALL IS ACTIVATED.

TO DEACTIVATE FORWARD ALL:

- PICK UP THE HANDSET
- PRESS **FWD ALL** BUTTON
- HANG UP (FWD ALL LIGHT SHOULD GO OUT)

TO LISTEN TO YOUR MESSAGES, DIAL 20450 AND ENTER YOUR PASSWORD.