

NEMR VOICEMAIL INSTRUCTIONS

ACCESSING MAILBOX

Calling from anywhere to check voicemail:

1. Dial ***88 & 660-__-6000**
(Enter your home prefix in the blanks)
Enter mailbox number: **660-__-__**
(Your home phone number) Go to **step 2**.

*Calling from phone your voicemail is assigned to: *88 & # then go to step 2.*

2. Enter your password, (default password is 0000) followed by the # key unless you change the password.
3. Main Menu:
Press 1-To retrieve messages
Press 3-To send
Press 7-For current date & time
Press 9-For mailbox setup

ACCESSING SUB-MAILBOX

1. Follow step 1 from above.
 - a. If you are the Group Admin and want to record a group greeting, press * to access the Group Greeting Menu. A voice prompt will guide you through the steps.
OR
 - b. Enter your sub-mailbox number.
2. If requested, enter your password, followed by the # key. Your password will be a default of four zeros (0000) until you change it.
3. Main menu: Follow step 3 from above.

SET-UP MAILBOX

- Press 1**- Greeting options (disregard if you choose to use the default greeting)
Press 2-To Change the password
Press 3- Notification options
Press *-Return to the main menu

RECORD A GREETING

- Press 1**-Greeting options
Press 2-Re-record your greeting
Press #-End recording function
Press 1-Listen to greeting

To create multiple greetings:

- Press 5**-Pick a new greeting (2-9)
Press 2-Record a greeting
Press #-End recording function. Repeat to choose different greeting numbers each time.
Press 5-Pick a new greeting. Next, choose the greeting you wish to become active
Press*-Return to the main menu.



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LISTEN TO MESSAGES

- Press 1**-New messages
Press 2-Saved messages
Press *-Return to the main menu

- Press 1**-Play or re-play message
Press 2-Save message and go to next
Press 3-Delete message and go to next

Undelete message- Don't hang up. Follow the voice prompts to listen to the messages. Once you have played the message you deleted, Press 4 to save a message as new.

Other options:

- Press 5**-Reply to a message
Press 6-Forward message
Press 7-Skip back three seconds
Press 8-Pause or continue message
Press 9-Skip forward three seconds
Press *-Return to the main menu

TO CHANGE PASSWORD

1. **Press 2**-Change your password
2. Enter new password followed by the # key. The password is any series of up to 16 digits you choose. You will be unable to access your mailbox without the password so be sure to write it down and remember it.
3. Verify your password by entering it followed by the # key.