

Panasonic KX-NS700 Keyline System

UNIFIED MESSAGING SYSTEM - QUICK REFERENCE

The Voice Mail Extn No. : _____

To Set Call Forward

All Call - [SP-PHONE] + [*] [7] [1] [0] + [2] + Voice Mail Extn. No. + [#] + [SP-PHONE]
Busy - [SP-PHONE] + [*] [7] [1] [0] + [3] + Voice Mail Extn. No. + [#] + [SP-PHONE]
No Answer - [SP-PHONE] + [*] [7] [1] [0] + [4] + Voice Mail Extn. No. + [#] + [SP-PHONE]
Busy/No Answer - [SP-PHONE] + [*] [7] [1] [0] + [5] + Voice Mail Extn. No. + [#] + [SP-PHONE]

To Cancel Call Forward

- [SP-PHONE] + [*] [7] [1] [0] + [0] + [SP-PHONE]

To Change The Personal Greeting

1. Dial The Voice Mail Extn No.
2. Enter The Password Followed By A Pound Sign [#].
3. Press [4] For Mailbox Management.
4. Press [1] To Change The Personal Greeting.
5. To Select The Greeting - Press [1] For No Answer Greeting.
- Press [2] For Busy Greeting.
- Press [3] For After Hours Greeting.
6. Press [1] To Start The Record.
7. Speak The Greeting After The Tone & Press [1] To End The Record.
8. Press [1] To Review.
9. Press [2] To Accept.
10. Hang Up The Phone To Exit.

To Change The Mailbox Password

1. Dial The Voice Mail Extn No.
2. Enter The Password Followed By A Pound Sign [#].
3. Press [4] For Mailbox Management.
4. Press [2] To Change The Password.
5. Announce The Old Password.
6. Press [1] To Set The New Mailbox Password.
7. Enter The Password (Max. 16 Digits) And A Pound Sign [#].
8. Announce The New Password.
9. Press [2] To Accept.
10. Hang Up The Phone To Exit.

To Retrieve The Messages

1. Lift The Handset.
2. Dial The Voice Mail Extn No.
3. Enter The Password Followed By A Pound Sign [#].
4. Press [1] To Listen New Message, Press [3] To Listen Old Message.
5. After Listen The Messag - Press [1] To Repeat This Message.
- Press [2] To Play Next Message.
- Press [3] To Erase This Message.
6. Hang Up The Phone To Exit.

Accessing The Mailbox While Away From The Office

To access the Personal Mailbox, press [#] [6] while the Personal Greeting plays. Enter the Personal Mailbox number ([*] + Owned Extn No.) and Password combination and follow the voice prompts. If you have to hang up before the prompt is finished, press [#] [9] to release.

Service Hotline Number: 1833111