

## NEC SV8100

### How to check your voicemail from outside the office



There are 2 ways to access your voicemail, through the main number at reception or by dialling your extension directly;

Through main number/reception

1. Dial the main number
2. If someone answers, ask to be put through to your extension. Wait until your call goes to voicemail then press # key
3. If not answered and goes to voicemail press # key and then your extension number
4. Enter the passcode and follow the prompts to listen to messages

Dialling your extension directly;

1. Dial your direct number
2. When your call goes to voicemail press # key
3. Enter the passcode and follow the prompts to listen to messages

*Plexus Communications hopes that this information is of value to you. Please contact us for any additional advice regarding your Telephone Systems and Telecommunications requirements. We specialize in the supply and installation of Telephone Systems from Major Brands such as Samsung, NEC Alcatel and Aristel as well as a range of quality Commander Systems. We provide and a range Voicemail Solutions from Samsung Telephone Systems, NEC Telephone Systems, Alcatel Telephone System and Aristel Telephone Systems, Conference Phones , Headsets from Plantronics and GN Netcom as well a range of discount telephone calls to local , National. International and calls to mobiles destinations.*