

NEC XEN IPK VOICE RECORDING SERVICE

Quick reference guide to automated attendant messages

These functions can only be performed from **EXT 100**

DAY MESSAGE No. 1(Operator Busy)

To Record	To Check
Lift handset	Lift handset
Dial 50	Dial 50
Dial 1	Dial 2
Dial 1	Dial 1
Dial Message No 1	Dial Message No 1
Mode Selection Dial 1	Mode Selection Dial 1
Record Message	Verify Message
Replace Handset	Replace Handset

NIGHT MESSAGE

To Record	To Check
Lift handset	Lift handset
Dial 50	Dial 50
Dial 1	Dial 2
Dial 1	Dial 1
Dial Message No 1	Dial Message No 1
Mode Selection Dial 2	Mode Selection Dial 2
Record Message	Verify Message
Replace Handset	Replace Handset

- To activate the ENTIRE VRS SYSTEM for the first time (without individually activating each message) do the following:
Turn On – Feature 8100 Feature
Turn Off – Feature 8200 Feature
- To activate night switch **EACH TIME**, press the **Night button** on your handset or manually activate by: **FEATURE 80 FEATURE**, and same to turn off. When night message is not activated, the day message will automatically be activated if a message has been recorded.

WEEKEND MESSAGE

To Record	To Check	To Delete a message
Lift handset	Lift handset	Lift Handset
Dial 50	Dial 50	Dial 50
Dial 1	Dial 2	Dial 3
Dial 1	Dial 1	Dial 1
Dial Message No 1	Dial Message No 1	Dial Message No. 1
Mode Selection Dial 3	Mode Selection Dial 3	Mode selection 1-3
Record Message	Verify Message	Replace Handset
Replace Handset	Replace Handset	

TURN ON & OFF- Feature 8600 Feature

Then press Night button to activate message