

# NOTICE

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**NEC**

***UNIVERGE<sup>®</sup> SV8100***  
***VM8000 InMail Quick Reference Sheet***

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**Multiline Display Telephone**



# UNIVERGE® SV8100

## VM8000 InMail Quick Reference Sheet for Multiline Display Telephone

NEC



### Using Dial Pad

#### TO SET UP YOUR INMAIL VOICE MAILBOX

- Dial the voice mail pilot number \_\_\_\_\_
- Enter your mailbox number \_\_\_\_\_

#### Once You Are In Your Mail Box Perform the Following Steps:

#### TO RECORD PERSONAL GREETING

- Press **4** . . . . . to access the greeting menu
- Press **1** . . . . . to select your main greeting
- Press **2** or **3** . . . . . to select an alternate greeting
- Press **7** . . . . . to record a new greeting

**Sample Greeting:** You have reached the voice mail of \_\_\_\_\_. Please leave your name and call back number (s) and I will return your call as soon as possible. For immediate assistance press zero. Thank you.

#### TO RECORD YOUR NAME

- Press **76** . . . . . to access recording menu
- Press **7** . . . . . to record name
- Press **#** . . . . . to exit

#### TO SET SECURITY CODE

- Press **67** . . . . . to access the security code menu
- Press **7** . . . . . to enter the new security code
- Press **#** . . . . . to return to previous menu

#### CHECKING VOICE MAIL

#### Call Your Mailbox from Your Extension:

- Dial the voice mail pilot number \_\_\_\_\_
- Enter your mailbox number \_\_\_\_\_
- Enter your security code (if set)

#### Call Your Mailbox from Outside the Company:

- Dial the company phone number that directly reaches your voice mail \_\_\_\_\_
- Wait for Auto Attendant to answer.
- Press **#** and your mailbox number \_\_\_\_\_
- Enter security code (if set)

#### After the Voice Mail Answers:

- Press **5** . . . . . to listen to your message
- Press **77** . . . . . to leave a message
- Press **0** . . . . . for complete main menu of features

#### While Listening to Your Message(s)

- Press **3** . . . . . to delete your message
- Press **5** . . . . . to listen to your message(s)
- Press **#** . . . . . to exit listen mode

#### While Listening to a Message:

- Press **73** . . . . . to record a reply for the message sender
- Press **63** . . . . . to forward the message to a co-worker
- Press **62** . . . . . to make a return call to the message sender
- Press **#** . . . . . to exit listen mode
- Press **84** . . . . . to hear the time and date the message was sent
- Press **72** . . . . . to archive (save) the message to your mailbox
- Press **3** . . . . . to delete message
- Press **5** . . . . . to listen to the next message
- Press **2** . . . . . to back up then continue listening
- Press **22** . . . . . to back up to the beginning and listen to the message
- Press **4** . . . . . to go forward then continue listening
- Press **\*** . . . . . to pause and resume listening
- Press **16** . . . . . to select a list of new messages
- Press **17** . . . . . to select list of archive messages
- Press **12** . . . . . to select list of all messages
- Press **9** . . . . . to exit mailbox

#### TO TRANSFER YOUR ACTIVE CALL TO A CO-WORKER'S MAILBOX

- Press **Transfer** key.
- Dial the co-worker's extension number.
- Dial **8**.
- (Optional) Leave message and press **#**.
- Hang up.

#### TO REDIRECT MESSAGE TO CO-WORKER'S MAILBOX

- Press **63**.
- (Optional) Leave message and press **#**.
- Press **\*** to skip recording and redirect message immediately.
- Dial co-worker's mailbox number.
- Press **#** to exit message.

### Sending Calls to a Mailbox

#### TO FORWARD CALLS TO YOUR MAILBOX

##### To Forward All Incoming Calls to Your Mailbox:

- Press the **Speaker** key.
- Dial **741**.
- Dial **1** to set.
- Dial the **VM Pilot number**.
- Hang up.

##### To Forward Incoming Calls to Your Mailbox When Your Phone Is Busy:

- Press the **Speaker** key.
- Dial **742**.
- Dial **1** to set.
- Dial the **VM Pilot number**.
- Hang up.

##### To Forward Incoming Calls to Your Mailbox When You Do Not Answer:

- Press the **Speaker** key.
- Dial **743**.
- Dial **1** to set.
- Dial the **VM Pilot number**.
- Hang up.

##### To Forward Incoming Calls to Your Mailbox When Your Phone is Busy or You Do Not Answer:

- Press the **Speaker** key.
- Dial **744**.
- Dial **1** to set.
- Dial the **VM Pilot number**.
- Hang up.

#### CANCEL FORWARDING TO VOICE MAIL

##### To Cancel Forwarding All Incoming Calls to Your Mailbox:

- Press the **Speaker** key.
- Dial **741**.
- Dial **0** to set.
- Hang up.

##### To Cancel Forwarding Incoming Calls to Your Mailbox When Your Phone is Busy:

- Press the **Speaker** key.
- Dial **742**.
- Dial **0** to set.
- Hang up.

##### To Cancel Forwarding Incoming Calls to Your Mailbox When You Do Not Answer:

- Press the **Speaker** key.
- Dial **743**.
- Dial **0** to set.
- Hang up.

##### To Cancel Forwarding Incoming Calls to Your Mailbox When Your Phone is Busy or You Do Not Answer:

- Press the **Speaker** key.
- Dial **744**.
- Dial **0** to set.
- Hang up.