

NEC

SV8100 INMAIL VOICEMAIL INSTRUCTIONS

1. TO ACCESS YOUR MAILBOX:

- Press your **VOICEMAIL** key (If applicable) OR
 - Dial _____ then you will be prompted to enter your mailbox number
- From Outside:** dial main number: when the auto attendant message starts: enter # then your mailbox number

2. TO SET A SECURITY CODE: (Strongly Recommended you set a Security Code)

- Press your **VOICEMAIL** key
- Enter **67**
- Press **7** or **CODE** (soft key)
- Enter new security code.. **System will then repeat it back
- Press **2** or **OK** (soft key)

3. TO RECORD YOUR NAME FOR THE COMPANY DIRECTORY

- Press your **VOICEMAIL** key, then security code
- Enter **76**
- Press **7** or **REC** (soft key); follow prompts

4. TO RECORD YOUR PERSONAL GREETING

- Press your **VOICEMAIL** key, then security code
- Press **4** or **GREET** (soft key)
- Press **1** or **GR1** for your first greeting or **GR2 GR3**
- Press **7** or **REC** (soft key)
- Press **5** or **LSTN** to play it back or **REC** to re-record

5. TO LISTEN TO VOICEMAIL MESSAGES

- Press your **VOICEMAIL** key or **VMsg** soft key
- Enter your security code
- Press **5** or **LSTN** soft key
- Press **3** or **ERASE** soft key or **72** to **SAVE**
- Press **RPT** to repeat message or **2** to **BACK UP** 5 seconds
- Press **63** to forward to another mailbox
- Press **84** for time and date
- Press **5** or **NEXT** soft key to go to next message

6. TO TRANSFER AN EMPLOYEE INTO VOICEMAIL

- Press **TRANSFER**, dial _____, hang up
- EMPLOYEE: Press # key then enter your mailbox number: eg. #101

