

NEC SV8100 INMAIL VOICEMAIL QUICK REFERENCE

To SET UP your Voicemail Box:

Lift handset

Press **VMsg** button

67 = Mailbox Options (voice mail does not give you this option)

7 = Security Code

Dial 0 to return to Main Menu

RN = Record Name (Record your name for when callers choose to use the spell by **FIRST** name directory).

Greet = Greetings (Record a greeting so callers know they have reached your voicemail box.

SAMPLE GREETING: You have reached the voicemail box of _____(your name). I am either on the other line or away from my desk. Please leave your name and number at the tone and I will return your call. If you need immediate assistance, please press 0. Thank you.

To CHECK your Voicemail Messages:

Lift handset

Press **VMsg** button

Enter your security code

Press **Lstn** or **5** to listen to new messages

Press **Save** or **72** to Save

Press **Erase** or **3**

To hear the TIME & DATE the caller left you the message:

Press **TI** while the message is playing.

To FORWARD a message to another mailbox:

Press **MF** while listening to the message and listen to prompts

To EXIT your mailbox when finished listening to messages:

Press * *

To Quick Transfer a caller directly into a voicemail box:

Press **TRANSFER**

Press **VMsg** button

Dial extension number **or** press name

Hang Up

To check your messages from OUTSIDE the office:

Call your main office number

Wait to hear the company greeting

Press # and your mailbox/extension number

NOTE:

Your phone has been forwarded so you can receive VM messages. Should you ever need to reprogram this, please follow the directions below:

Press **Speaker** , Dial **744**, Dial **1**, Dial **333**, Press **Speaker**