



**NEC**

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***SV9100***

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**InMail User Guide**

**NEC Corporation of America**



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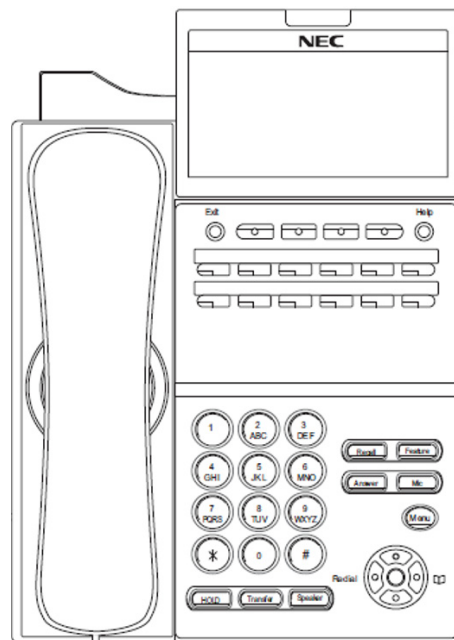
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# Introduction

With Call Forward to Voice Mail, the subscriber is assured that when he is unavailable to answer calls, those calls are saved in Voice Mail.

Unlike with Extension Hunting to Voice Mail, the Call Forward to a Mailbox feature allows the subscriber to choose when and how to send unanswered calls to voice mail.



SV9100 Front View

# Sending Calls to a Mailbox

## 1. Forward Your Phone to VoiceMail

### 1.1 Forward All Incoming Calls to Your Mailbox

1. Press the **Speaker** key.
2. Dial **741** or press the **Call Forward Immediate** Function Key (if one is programmed on the phone).
3. Dial **1** to set.
4. Dial the VM Pilot Number.
5. Hang up.

### 1.2 Forward Incoming Calls to Your Mailbox When Your Phone is Busy

1. Press the **Speaker** key.
2. Dial **742** or press the **Call Forward Busy** Function Key (if one is programmed on the phone).
3. Dial **1** to set.
4. Dial the VM Pilot Number.
5. Hang up.

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

1. Press the **Speaker** key.
2. Dial **743** or press the **Call Forward No Answer** Function Key (if one is programmed on the phone).
3. Dial **1** to set.
4. Dial the VM Pilot Number.
5. Hang up.

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

1. Press the **Speaker** key.
2. Dial **744** or press the **Call Forward Busy/No Answer** Function Key (if one is programmed on the phone).
3. Dial **1** to set.
4. Dial the VM Pilot Number.
5. Hang up.



## 2. Cancel Forwarding Your Phone to VoiceMail

### 2.1 Cancel Forwarding All Incoming Calls to Your Mailbox

1. Press the **Speaker** key.
2. Dial **741** or press the **Call Forward Immediate** Function Key (if one is programmed on the phone).
3. Dial **0** to cancel.
4. Hang up.

### 2.2 Cancel Forwarding All Incoming Calls to Your Mailbox When Your Phone is Busy

1. Press the **Speaker** key.
2. Dial **742** or press the **Call Forward Busy** Function Key (if one is programmed on the phone).
3. Dial **0** to cancel.
4. Hang up.

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

1. Press the **Speaker** key.
2. Dial **743** or press the **Call Forward No Answer** Function Key (if one is programmed on the phone).
3. Dial **0** to cancel.
4. Hang up.

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

1. Press the **Speaker** key.
2. Dial **744** or press the **Call Forward Busy/No Answer** Function Key (if one is programmed on the phone).
3. Dial **0** to cancel.
4. Hang up.

### 3. Additional Way to Call Your Mailbox

#### 3.1 Call Your Mailbox From Outside

1. Dial the Automated Attendant number.
2. Wait for greeting.
3. Dial # and your mailbox number.  
(Optional: enter your Security Code if you set one in mailbox options.)

### 4. Additional Ways to Record a Message

#### 4.1 Quick Message From Outside

1. Dial the Auto Attendant number.
2. Wait for greeting.
3. Dial \*.
4. Dial extension.
5. Leave message.
6. Hang up.

#### 4.2 After You Call an Extension

1. Press **Message** or **VoiceMail** function key  
(if one is programmed on your phone).
2. Leave message.
3. Hang up.

**Voice Mail** lets callers leave recorded messages for you and lets you leave recorded messages for co-workers. Messages get stored in each person's mailbox. To listen to your messages or use other Voice Mail features, call your mailbox and access the Main Menu. **Your Message Wait LED flashes (red) when you have a message.** **Automated Attendant** answers your company's calls with a recorded message and gives dialing instructions for callers to follow.

	<b>Main Menu</b>	
L	Listen to Messages [Lstn]	5
RS	Record & Send Message [Rec]	77
G	Mailbox Greeting [Greet] Callers hear your active greeting (1~3) only if you do not answer or are busy. If Auto Attendant does not ring your phone. Callers immediately hear your active greeting. If OFF, the Auto Attendant will try your extension.	4
RN	Record Mailbox Name InMail will play your mailbox name in the voice prompts instead of your mailbox number.	76
OP	Mailbox Options	67
TI	Time and Date	84
SA	Sys Admin Options (For Admin Mailboxes only)	72
1N	Select Listen Mode	16
1S	Select Saved Message List	17
1A	Select All Message List	12
	<small>These options are also available while listening to a message.</small>	
X	EXit Mailbox	9

While listening you can:

RE	Record REply [N/A]	73	L	Listen to Next Msg [Next]	5
MF	Have Msg FOrwarded [N/A]	63	B	Backup a Few Secs	2
MC	Make Call to Sender [N/A]	62	BB	Backup to B eginning [Rpt]	22
TI	Get TI me, Date	84	G	Go Ahead a Few Secs	4
SA	SA ve Message	72	*	Pause/Resume Listening [N/A]	*
E	Er ase Msg [Erase]	3	1N	Select New Message List	16

**[ Soft Key ]**

1S	Select Saved Message List	17
1A	Select All Message List	12
#	Exit Listen Mode [Exit] - [Exit]	#
	Select the Listen Mode See also 'Select Listen Mode' on the Main Menu	

Enter mailbox number, then:

*	Ren ter mailbox number [MBOX]	*
#	St art Recording [Cont]	#
	Ex it to Main Menu [Exit]	

While recording you can:

*	Pause/Resume [Pause] [Resume]	*
E	Er ase Recording [Cncl]	3
#	End Recording [Done]	#

**Calling Your Mailbox and Accessing the Main Menu**

**To call your mailbox from outside the company:**

1. Dial company phone number.
2. Wait for Automated Attendant to answer.
3. Dial # and your mailbox number.
  - Optionally dial \* and co-worker's mailbox number to leave a message.
  - The codes in your system may be different.

**To call your mailbox from your extension:**

1. Press MSG.
  - From a single line extension, lift handset and dial \* 8 instead.

**To access a feature from your mailbox Main Menu:**

1. Dial the letters shown to the left of the feature name.
  - The corresponding numbers are shown to the right.
  - The letters you dial match some of the letters in the feature name.

The mailbox options are:

S	Security Code [Sec] Changes or erases your mailbox security code.	7
N	Message N otification [Notif] Calls co-worker or outside number when you get msg.	6
AT	Auto T ime Stamp [Time] Plays the msg time, date and sender after the msg.	28
#	Ex it Menu [Exit]	#

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