

UNIVERGE® SV8100

VM8000 InMail Quick Reference Sheet for Multiline Display Telephone



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.