

SV8100/SV9100 InMail Voicemail Quick Reference



To Access your Personal Voice Mail

- Press **VMsg** Softkey
 - Lift handset
- OR** Lift Handset and dial 333. You will be prompted to enter your mailbox number. (Extension Number)

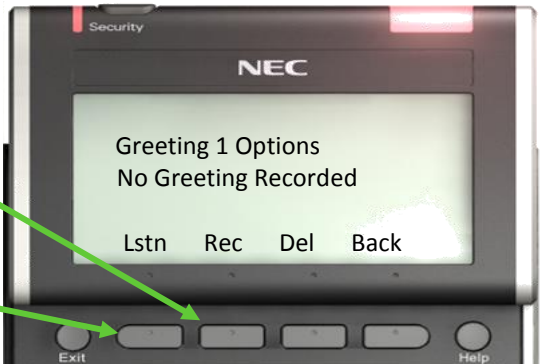


To Record your Mailbox Personal Greetings

- Press **Greet** Softkey (or press **4** on dial pad)
- Choose greeting you'd like to record:
Gr 1 ("in the office"),
Gr 2 ("Out of Office")
OR Gr 3 ("Holiday")



- Press **Rec** (or press **7** on dial pad), press **#** to end recording
- Press **Lstn** (or press **5** on dial pad) to review greeting or **Rec** to re-record

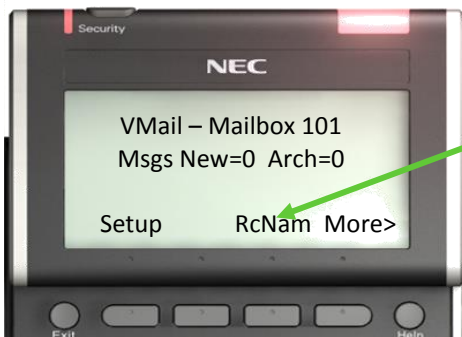
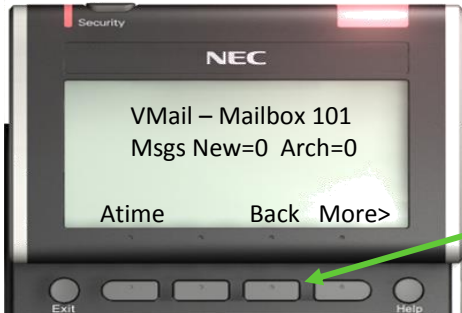
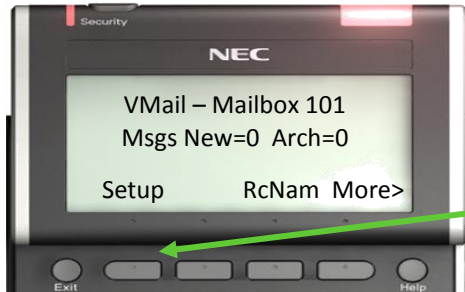


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To Set your Mailbox Security Code and Record your Mailbox Name

A Security Code must have 4 digits, using 0~9.

- On main screen Press **VMsg** Softkey
OR Lift Handset and dial 333. You will be prompted to enter your mailbox number. (Extension Number)



- Press **More>** Softkey
OR Dial **67**

- Press **Setup** Sofkey
OR Dial **7**

- Press **Code** Softkey and follow the instructions

- Press **7** to always be prompted for a security code
- Press **6** to only be prompted for a security code when accessing your mailbox from off site

When you are finished setting your security code:

- Press **More>** Softkey
- Press **Back** Softkey

OR on main screen Press **VMsg** Softkey and dial **76**

- Press **RcNam** Sofkey and follow the instructions to Record your Mailbox name
OR Press **7** and follow prompts

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Listening to Voicemail Messages

1. Press your **VMsg** soft key
 - Press **5** on dial pad **OR Lstn** soft key to **Listen**
 - Press **3** on dial pad **OR Erase** soft key to **Erase**
 - Press **72** on dial pad to **Save**
 - Press **2** on dial pad **OR RPT** soft key to **rewind** (5 seconds)
 - Press **4** to **Fast Forward** (5 seconds)
 - Press **63** to **Forward** message to **another mailbox**
 - Press **84** to hear **date and time**
 - Press **5** on dial pad **OR Next** soft key to **skip** to **Next** message

Accessing Your Voicemail From Off Site

1. **Call the main number** (or side door *if* applicable). When auto attendant greeting begins:
2. Press **#** key followed by your **Extension Number** ex. #101

Note: If an employee answers, have them transfer you in to voicemail by pressing **transfer**, dialing **333**, and then **hanging up** (you will then follow step 2)