



## **SV9100 INMAIL VOICEMAIL INSTRUCTIONS**

### **1. TO ACCESS YOUR MAILBOX:**

- Press your **VOICEMAIL** key (If applicable) OR
- Dial **300** then you will be prompted to enter your mailbox (Extension) number, this can be done from any phone.

**From Outside:** dial main number: when the auto attendant message starts: enter # then your mailbox number (will need a security Code)

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

