



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 number

From Outside: dial main number: when the auto attendant message starts: enter # then your mailbox number

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 2 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 ____, hang up

EMPLOYEE: Press # key then enter your mailbox number: eg. #101

