VM8000 InMail Voicemail System User Guide
(with NEC SV8100 Telephone Systems)

ACCESSING YOUR VOICEMAIL BOX

How to access (log on to) your voicemail from your extension:
  1. Press the VMsg soft key
  2. (Optional) Lift the handset
  3. Enter your security code if requested

How to access (log on to) your voicemail from another extension in the office:
  1. From any extension, lift the handset
  2. Dial 500
  3. Enter your extension number when requested
  4. Enter your security code if requested

How to access (log on to) your voicemail from outside the office:
  1. Call your main line or backdoor line
  2. If the voicemail answers, press # and enter your three-digit extension number
     --or--
  2. If a live attendant answers, have them press HOLD and dial 500 and hang up;
     when you hear the main menu, press # and enter your three-digit extension number
  3. Enter your security code if requested

LISTENING TO VOICEMAIL MESSAGES

How to listen to your messages:
  1. Access (log on to) your mailbox
  2. Press L (5) to Listen to the first message
  3. When done, press D (3) to Delete the message, or S A (72) to Save (Archive) the message
  4. Press L (5) to Listen to the next message
  5. Repeat steps 3 and 4 until done, then hang up
How to forward a message in your mailbox to another mailbox:
1. While listening to a message, dial M F (63) for Message Forward
2. Record a comment at the tone, press # when done recording. Or, just press # to skip the comment
3. Enter the mailbox number to receive the message, then press # to send the message
4. (optional) Repeat step 3 to forward the message to additional mailboxes
5. Press # to exit and hang up

How to back up 5 seconds while listening to a message:
1. While listening to a message, dial B (2) to Back up 5 seconds or B B (22) to go back to the beginning

How to skip ahead 5 seconds while listening to a message:
1. While listening to a message, dial G (4) to Go ahead 5 seconds

How to hear the time and date a message was left:
1. While listening to a message, dial T I (84) for Time

How to have the voicemail automatically give the time and date of your messages:
1. Access (log on to) your mailbox
2. Dial OP (67) for mailbox Options
3. Dial AT (28) for Auto-Time stamp
4. Dial O (6) to turn On

TRANSFERRING CALLS TO VOICEMAIL

How to transfer an outside caller to a co-worker’s voicemail:
1. While on call, press Transfer
2. Press the VMsg soft key
3. Press the person’s hotline key
--or--
3. Dial the person’s three-digit extension number
4. Hang up

LEAVING MESSAGES FOR CO-WORKERS

How to leave a message for another extension:
1. Lift the handset and dial the person’s three-digit extension number
--or--
1. Lift handset and press the person’s hotline key
2. Press the VMsg soft key
3. You will hear the greeting; record your message after the tone
How to send a message to any mailbox:
1. Access (log on to) your mailbox
2. Dial R S (77) to Record and Send
3. Record your message after the tone and press # when done recording
4. Enter the mailbox number to receive the message, press # when done
5. Hang up

CUSTOMIZING YOUR VOICEMAIL BOX

How to record your greeting in your mailbox:
1. Access (log on to) your mailbox
2. Dial G (4) for Greeting
3. Enter 1, 2 or 3 to select the active greeting
4. Dial R (7) to Record, press # when done recording
5. (Optional) Dial L (5) to Listen, press # when done listening

How to record your name in your mailbox:
1. Access (log on to) your mailbox
2. Dial R N (76) to Record Name
3. Press R (7) to Record
4. Begin recording at tone, press # when done recording
5. (Optional) Dial L (5) to Listen, press # when done listening

How to change your security code:
1. Access (log on to) your mailbox
2. Dial O P (67) for mailbox Options
3. Dial S (7) for Security code
4. Enter new code of four digits
5. To require that your security code be entered when you are accessing
toicemail from your office telephone, press 7, otherwise press 6. (If you
press 6, then you won’t have to enter the security code when you are at your
desk; if you are checking voicemail from outside the office, or from another
extension in the office, your security code will be required.)
6. Listen to prompts: if Correct press C (2); if Incorrect press I (4) and follow
prompts