

NEC

UNIVERGE SV8100



InMail User Guide

For countries in the European Union



The symbol depicted here has been affixed to your product in order to inform you that electrical and electronic products should never be disposed of as municipal waste.

Electrical and electronic products including the cables, plugs and accessories should be disposed of separately in order to allow proper treatment, recovery and recycling. These products should be taken to a designated facility where the best available treatment, recovery and recycling techniques are available. Separate disposal has significant advantages: valuable materials can be re-used and it prevents the dispersion of unwanted substances into the municipal waste stream. This contributes to the protection of human health and the environment. Please be informed that a fine may be imposed for illegal disposal of electrical and electronic products via the general municipal waste stream. In order to facilitate separate disposal and environmentally sound recycling, NEC Philips has made arrangements for local recycling in all member states of the European Union. In case your electrical and electronic products need to be disposed of please refer to the contractual agreements that your company has made upon acquisition of these products.

For countries outside the European Union

Disposal of electrical and electronic products in countries outside the European Union should be done in line with local regulations. If no arrangement has been made with NEC Philips or your supplier, please contact the local authorities for further information.

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SENDING CALLS TO A MAILBOX

TO FORWARD YOUR PHONE TO VOICEMAIL

TO FORWARD ALL INCOMING CALLS TO YOUR MAILBOX

- Press the Speaker key ● Dial 848 (or site specific code) or press the Call Forward Immediate Function Key (if one is programmed on the phone) ● 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 842 (or site specific code) or press the Call Forward Busy Function Key (if one is programmed on the phone) ● 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 845 (or site specific code) or press the Call Forward No Answer Function Key (if one is programmed on the phone) ● 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 844 (or site specific code) or press the Call Forward Busy/No Answer Function Key (if one is programmed on the phone) ● Dial 1 to Set ● Dial the VM Pilot Number ● Hang up

To CANCEL FORWARDING YOUR PHONE TO VOICEMAIL

To CANCEL FORWARDING ALL INCOMING CALLS TO YOUR MAILBOX

- Press the Speaker key ● Dial 848 (or site specific code) or press the Call Forward Immediate Function Key (if one is programmed on the phone) ● Dial 0 to Cancel
 - Hang up

To CANCEL FORWARDING INCOMING CALLS TO YOUR MAILBOX WHEN YOUR PHONE IS BUSY

- Press the Speaker key ● Dial 843 (or site specific code) or press the Call Forward Busy Function Key (if one is programmed on the phone) ● Dial 0 to Cancel ● Hang up

To CANCEL FORWARDING INCOMING CALLS TO YOUR MAILBOX WHEN YOU DO NOT ANSWER

- Press the Speaker key ● Dial 845 (or site specific code) or press the Call Forward No Answer Function Key (if one is programmed on the phone) ● Dial 0 to Cancel
 - 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 844 (or site specific code) or press the Call Forward Busy/No Answer Function Key (if one is programmed on the phone) ● Dial 0 to Cancel ● Hang up

AN ADDITIONAL WAY TO CALL YOUR MAILBOX (FROM OUTSIDE)

TO CALL YOUR MAILBOX FROM OUTSIDE

- Dial the Automated Attendant number ● Wait for greeting ● Dial # and your mailbox number ● (Optional) Enter your Security Code if you have set one in mailbox options

ADDITIONAL WAYS TO RECORD A MESSAGE

QUICK MESSAGE FROM OUTSIDE

- Dial the Auto Attendant number ● Wait for greeting | Dial * ● Dial extension ● Leave message ● Hang up

AFTER YOU CALL AN EXTENSION

- Press Message or VoiceMail Function Key (if one is programmed on your phone) ● Leave message ● Hang up

Main Menu

Voice Mail lets callers leave recorded messages for you and lets you leave recorded messages for co-workers. Messages get stored in each person's mailbox. To listen to your messages or use other Voice Mail features, call your mailbox and access the Main Menu. **Your Message Wait LED flashes (red) when you have a message.** **Automated Attendant** answers your company's calls with a recorded message and gives dialling instructions for callers to follow.

[Soft Key]

L Listen to Messages [Lstn] 5

While listening you can:

RE	Record RE ply [N/A]	73	L	Listen to Next Msg [Next]	5	1S	Select Saved Message List	17
MF	Have M sg F orwarded [N/A]	63	B	B ackup a Few Secs	2	1A	Select All Message List	12
MC	Make C all to Sender [N/A]	62	BB	B ackup to B eginning [Rpt]	22	#	Exit Listen Mode [Exit] - [Exit]	#
TI	Get T ime, Date	84	G	G o Ahead a Few Secs	4		Select the Listen Mode See also 'Select Listen Mode' on the Main Menu	
SA	S Ave Message	72	*	Pause/Resume Listening [N/A] [N/A]	*			
E	E rase Msg [Erase]	3	1N	Select New Message List	16			

RS Record & Send Message [Rec] 77

Enter mailbox number, then:

While recording you can:

*	Renter mailbox number [MBOX]	*	*	Pause/Resume [Pause] [Resume]	*
#	Start Recording [Cont]	#	E	E rase Recording [Cncl]	3
	Exit to Main Menu [Exit]		#	End Recording [Done]	#

G Mailbox Greeting [Greet] 4

Callers hear your active greeting (1-3) only if you do not answer or are busy. If Auto Attendant DND is ON, the Auto Attendant does not ring your phone. Callers immediately hear your active greeting. If OFF, the Auto Attendant will try your extension.

Calling Your Mailbox and Accessing the Main Menu

To call your mailbox from outside the company:

- Dial company phone number _____.
- Wait for Automated Attendant to answer.
- Dial # and your mailbox number.
 - Optionally dial * and co-worker's mailbox number to leave a message.
 - The codes in your system may be different.

To call your mailbox from your extension:

- Press MSG.
 - From a single line extension, lift handset and dial Q 8 instead.

To access a feature from your mailbox Main Menu:

- Dial the letters shown to the left of the feature name.
 - The corresponding numbers are shown to the right.
 - The letters you dial match some of the letters in the feature name.

RN Record Mailbox Name 76

InMail will play your mailbox name in the voice prompts instead of your mailbox number.

OP Mailbox Options 67

The mailbox options are:

TI Time and Date 84

SA Sys Admin Options (For Admin Mailboxes only) 72

1N Select New Message List 16

1S Select Saved Message List 17

1A Select All Message List 12

These options are also available while listening to a message.

X Exit Mailbox 9

S	S ecurity Code [Sec]	7
	Changes or erases your mailbox security code.	
N	M essage N otification [Notif]	6
	Calls co-worker or outside number when you get msg.	
AT	A uto T ime Stamp [Time]	28
	Plays the msg time, date and sender after the msg.	
#	E xit Menu [Exit]	#

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