VIP TECHNOLOGIES INC

Austin • Dallas • East Texas

NEC SV8100
In Mail
Quick Reference Guide

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To Forward Incoming Calls To Your Mailbox When Your Phone is Busy or Not Answering

- Press the Speaker key
- Dial 744 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 350
- Press Speaker key to Hang up

To Cancel:
- Press the Speaker Key
- Dial 744
- Dial 0 to cancel forwarding
- Press [Speaker] key to hang up

To Access the voice messaging system from outside the company dialing your main telephone number or the 24/7 back door line:

- Dial the company telephone number: _____

- When you hear the main greeting Dial [#] and your mail box number; or at this point dial [*] and your co-workers extension to leave a message
- Enter security code when prompted

NOTE: If an operator or co-worker answers your call when calling into the office from the outside ask to be transferred to the voice mail pilot number 350. At the automated attendant greeting dial

[#]and your mail box number to log into the IN Mail system.

To Access your personal voice mail box from any phone:

- Press [Message] key and 2 on key pad to access VMSG system, (or dial voice mail pilot extension 350)
- Dial your mailbox number
- Enter Security Code if/when prompted.
- Upon reaching the Main Menu: Navigate through the voice mail system by pressing the desired alpha soft keys or numeric feature codes as shown below.

To Access a Feature from Your Mailbox Main Menu

- Dial the letters to the left of the feature name. The corresponding numbers for those letters are shown on the right, or press the desired VM feature soft key.
- Dial 0 for recorded HELP instructions

NOTE: New Mail Box Subscribers will need to access the following mail box options in order to set up and personalize your mail box. Perform the following functions, minimum:

- Personal greeting [up to 3]
- Record your name for directory, and
- Assign a security code

Feature Codes/Names:

[G/4] Mailbox Greeting: Caller hears your active greeting (1-3) only if you do not answer or are busy.

[RN/(76] Record Mailbox Name: In-Mail will play your mailbox name in the voice prompts instead of your mailbox number

[OP/67] Mailbox Options:

- **[S/7]** Changes or erases your mailbox security code
- **[N/6]** Message Notification calls co-worker or outside number when a new message is left in your mailbox (optional)
- **[AT/28]** Auto Time Stamp. Plays the msg time, date and sender info. After the msg.
- **[#]** Exit Menu

To Listen to New, Saved or All Messages:

- Press 5 or press the Listen (List) soft-key.

Note: While listening to a new message the following functions may be performed. Press the following numeric keys or the soft-key equivalent for the functions below:

[1N/16]	**Select New Msg List**
[1S/17]	**Select Saved Msg List**
[RE/73]	**Record Reply**
[MF/63]	**Forward Message**
[MC/62]	**Make call to sender**
[TI/84]	**Get Time/Date stamp**
[E/3]	**Erase message**
[L/5]	**Listen to next message**
[B/2]	**Back up few seconds**
[BB/22]	**Back up to beginning**
[G/4]	**Go ahead a few seconds**
[*]	**Pause/Resume**
[TI/84]	**Time and Date messages as you listen to a message.**
[#]	**Exit Listen Mode**

To Record and Send an Internal Voice Mail Message to Another Subscriber

From the main subscriber menu Dial RS or 77 on the key pad (or press the soft-key equivalent):

- Enter Mail box number, then: press [*] and re-enter mailbox number
- Press [#] to Start Recording
- Press [Exit]

While recording a message:

- Press [*] to Pause/Resume
- Press [E/3]—to Erase Recording
- Press [#]— to End Recording

To Access System Administrator (SA) Options from SA Extension

- **Log in to your mailbox**
- **Dial [SA/72] for Sys. Admin Options-**This function is available for Administrator Boxes only or use soft keys to access manager option.
- **Use soft keys to navigate through system administrator functions**