NEC UNIVERGE SV8100

InMail User Guide

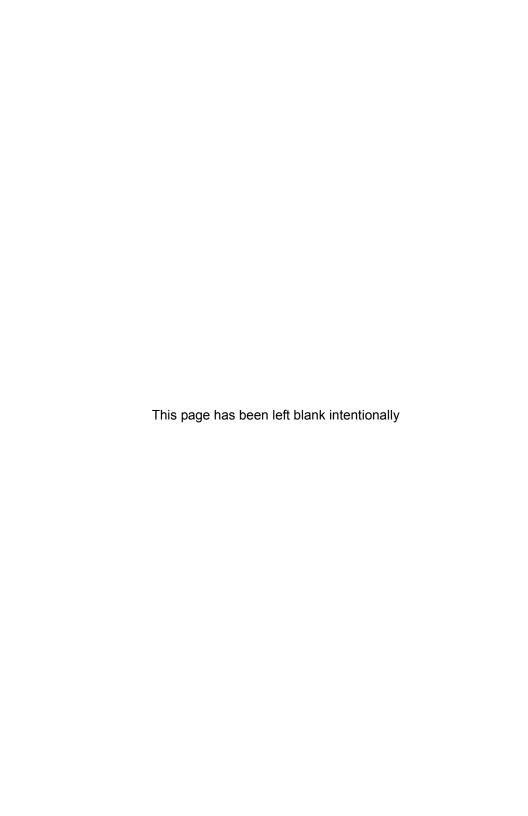


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SENDING CALLS TO A MAILBOX

TO FORWARD YOUR PHONE TO VOICEMAIL

0	Press the Speaker key ● Dial 848 () 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
0	Press the Speaker key ● Dial 842 () 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 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 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 o	ANCEL FORWARDING ALL INCOMING CALLS TO YOUR MAILBOX Press the Speaker key ● Dial 848 () or press the Call Forward
•	Immediate Function Key (if one is programmed on the phone) ● Dial 0 to Cancel ● Hang up
To c	ANCEL FORWARDING INCOMING CALLS TO YOUR MAILBOX WHEN YOUR PHONE IS BUSY
O	Press the Speaker key ● Dial 843 () 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

\mathbf{C}	Press the Speaker key ● Dial 845 () or press the Call Forward No
	Answer Function Key (if one is program	med 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 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

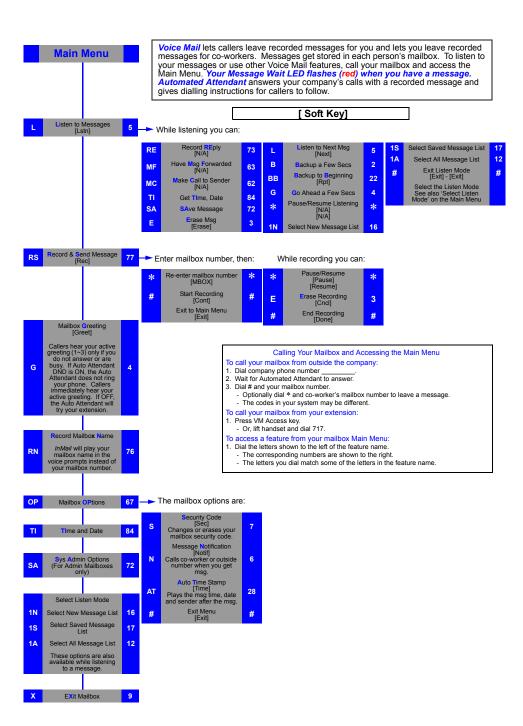
ADDITIONAL WAYS TO RECORD A MESSAGE

QUICK MESSAGE FROM OUTSIDE

Dial the Auto Attendant number ● Wait for greeting I 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



UPLOAD/DOWNLOAD OF PROMPTS & GREETINGS USING USERPRO

From the web based application, UserPro, it is possible to upload wav files to be used as greetings for individual mailboxes.

Log on to webpro by navigating to the IP address of the SV8100, when prompted the username = your extension/mailbox number and the password is 1111(default).

Navigate to the icon stating 'InMail Audio up/down Load.

From this page it is possible to upload wav files of the following format of maximum 1MB size:

OBit Rate: 64kbps

OSampling Size: 8 bits

OChannel: 1 (Mono)

OSampling Rate: 8 kHz

OAudio Format: CCiTT a-law

For full details refer to the UserPro User Guide.



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