

NEC SV8100 HANDSET INMAIL USER GUIDE

Forwarding Your Handset to Voicemail

***This must be set to ensure callers go to your voicemail greeting.**

- Press the **Fwd B/NA** or **Fwd ALL** key
- Select **1** (Set)
- Enter **200** (V/mail pilot number)
- Press **Speaker**

Note:

Fwd ALL = All calls direct to your extension forward immediately.

Fwd B/NA = All calls direct to your extension forward if busy or no answer.

Recording Your Mailbox Greeting

- Dial *8
- Select the **'Greet'** soft key
- Select the **'Gr1'** soft key
- Press **'Rec'** soft key
- Record your message
- Dial # to end recording

Retrieving Messages

When there is a new message in your mailbox, there will be a flashing light on your handset.

- Press the **Vmsg** Soft key or dial * 8
- Select **Lstn** Soft Key
- Follow the prompts to direct or delete message as required.

To Setup your Mailbox Password (If Required)

**it is recommended to set a pass code for security*

- Dial * 8
- Select the **'More'** soft key
- Select the **'Setup'** soft key
- Press **'Code'** soft key
- Enter a **4 digit** security code
- Now choose one of the two options below
 - a- If you want the security code to be used for both **Remote** and **Internal** access, Press the **'Req'** soft key
 - b- If you want the security code to be used for only **Remote** access, Press the **'NoReq'** soft key
- Press **Speaker** to exit

To Delete your Mailbox Password

- Dial * 8
- Select the **'More'** soft key
- Select the **'Setup'** soft key
- Press **'Code'** soft key
- Press the **'Del'** soft key
- Press **Speaker** to exit

To Remotely Access your Voicemail (If Set Up)

- Dial in on the Voicemail remote Access number (**XXXX XXXX**)
- Once the Voicemail system picks up, dial # followed by your extension number eg **#XXXX**
- Follow the prompts to Listen to your messages
- When finished hang up
- *Note: Press 5 to listen to messages and 3 to delete*

Please note that this is a generic user guide and some features may not be available on your handset. Please speak to your phone system provider for further details.