



NEC

NDA-31650
Issue 1.0

SV9100

InMail User Guide

NEC Corporation of America

NEC Corporation of America reserves the right to change the specifications, functions, or features at any time without notice.

NEC Corporation of America has prepared this document for use by its employees and customers. The information contained herein is the property of NEC Corporation of America and shall not be reproduced without prior written approval of NEC Corporation of America.

D^{term}, NEAX and UNIVERGE are registered trademarks of NEC Corporation. Windows is a registered trademark of Microsoft Corporation.

Copyright 2014

**NEC Corporation of America
6535 N. State Highway 161
Irving, TX 75039-2402**

Communications Technology Group

TABLE OF CONTENTS

Introduction	1
Sending Calls to a Mailbox	2
1. Forward Your Phone to VoiceMail	2
1.1 Forward All Incoming Calls to Your Mailbox.....	2
1.2 Forward Incoming Calls to Your Mailbox When Your Phone is Busy	2
1.3 Forward Incoming Calls to Your Mailbox When You Do Not Answer	2
1.4 Forward Incoming Calls to Your Mailbox When Your Phone is Busy or You Do Not Answer.....	2
2. Cancel Forwarding Your Phone to VoiceMail	3
2.1 Cancel Forwarding All Incoming Calls to Your Mailbox	3
2.2 Cancel Forwarding All Incoming Calls to Your Mailbox When Your Phone Is Busy.....	3
2.3 Cancel Forwarding Incoming Calls to Your Mailbox When You Do Not Answer.....	3
2.4 Cancel Forwarding Incoming Calls to Your Mailbox When Your Phone is Busy or You Do Not Answer	3
3. Additional Way to Call Your Mailbox	4
3.1 Call Your Mailbox From Outside	4
4. Additional Ways to Record a Message.....	4
4.1 Quick Message From Outside	4
4.2 After You Call an Extension	4

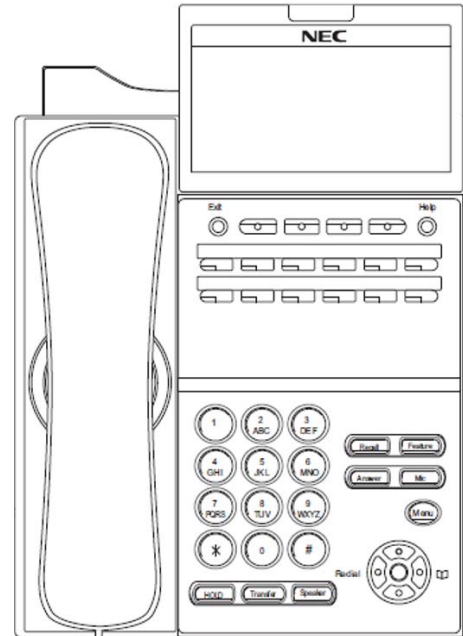
TABLE OF CONTENTS

THIS PAGE INTENTIONALLY LEFT BLANK

Introduction

With Call Forward to Voice Mail, the subscriber is assured that when he is unavailable to answer calls, those calls are saved in Voice Mail.

Unlike with Extension Hunting to Voice Mail, the Call Forward to a Mailbox feature allows the subscriber to choose when and how to send unanswered calls to voice mail.



SV9100 Front View

Sending Calls to a Mailbox

1. Forward Your Phone to VoiceMail

1.1 Forward All Incoming Calls to Your Mailbox

1. Press the **Speaker** key.
2. Dial **741** or press the **Call Forward Immediate** Function Key (if one is programmed on the phone).
3. Dial **1** to set.
4. Dial the VM Pilot Number.
5. Hang up.

1.2 Forward Incoming Calls to Your Mailbox When Your Phone is Busy

1. Press the **Speaker** key.
2. Dial **742** or press the **Call Forward Busy** Function Key (if one is programmed on the phone).
3. Dial **1** to set.
4. Dial the VM Pilot Number.
5. Hang up.

1.3 Forward Incoming Calls to Your Mailbox When You Do Not Answer

1. Press the **Speaker** key.
2. Dial **743** or press the **Call Forward No Answer** Function Key (if one is programmed on the phone).
3. Dial **1** to set.
4. Dial the VM Pilot Number.
5. Hang up.

1.4 Forward Incoming Calls to Your Mailbox When Your Phone is Busy or You Do Not Answer

1. Press the **Speaker** key.
2. Dial **744** or press the **Call Forward Busy/No Answer** Function Key (if one is programmed on the phone).
3. Dial **1** to set.
4. Dial the VM Pilot Number.
5. Hang up.

2. Cancel Forwarding Your Phone to VoiceMail

2.1 Cancel Forwarding All Incoming Calls to Your Mailbox

1. Press the **Speaker** key.
2. Dial **741** or press the **Call Forward Immediate** Function Key (if one is programmed on the phone).
3. Dial **0** to cancel.
4. Hang up.

2.2 Cancel Forwarding All Incoming Calls to Your Mailbox When Your Phone is Busy

1. Press the **Speaker** key.
2. Dial **742** or press the **Call Forward Busy** Function Key (if one is programmed on the phone).
3. Dial **0** to cancel.
4. Hang up.

2.3 Cancel Forwarding Incoming Calls to Your Mailbox When You Do Not Answer

1. Press the **Speaker** key.
2. Dial **743** or press the **Call Forward No Answer** Function Key (if one is programmed on the phone).
3. Dial **0** to cancel.
4. Hang up.

2.4 Cancel Forwarding Incoming Calls to Your Mailbox When Your Phone is Busy or You Do Not Answer

1. Press the **Speaker** key.
2. Dial **744** or press the **Call Forward Busy/No Answer** Function Key (if one is programmed on the phone).
3. Dial **0** to cancel.
4. Hang up.

3. Additional Way to Call Your Mailbox

3.1 Call Your Mailbox From Outside

1. Dial the Automated Attendant number.
2. Wait for greeting.
3. Dial # and your mailbox number.
(Optional: enter your Security Code if you set one in mailbox options.)

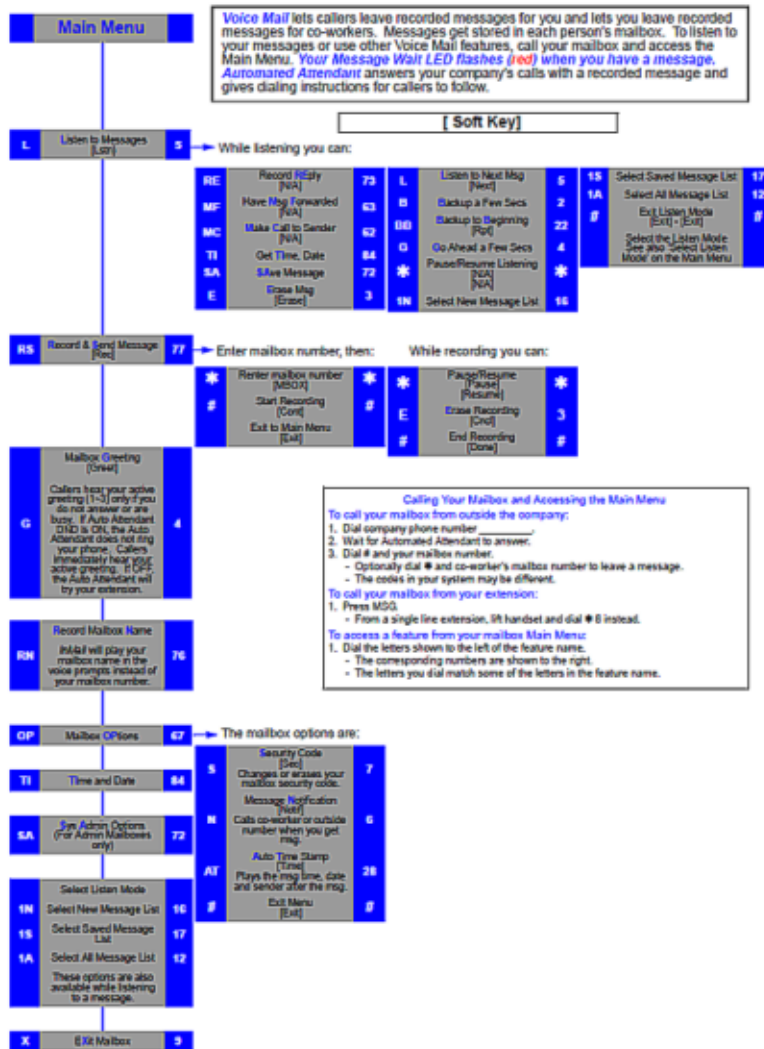
4. Additional Ways to Record a Message

4.1 Quick Message From Outside

1. Dial the Auto Attendant number.
2. Wait for greeting.
3. Dial *.
4. Dial extension.
5. Leave message.
6. Hang up.

4.2 After You Call an Extension

1. Press **Message** or **VoiceMail** function key
(if one is programmed on your phone).
2. Leave message.
3. Hang up.



THIS PAGE INTENTIONALLY LEFT BLANK

SV9100 InMail User Guide

NEC Corporation of America