



**NEC**

NDA-31650

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***SV9100***

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**InMail User Guide**

**NEC Corporation of America**



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

Communications Technology Group



## TABLE OF CONTENTS

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<b>Introduction .....</b>	<b>1</b>
<b>Sending Calls to a Mailbox .....</b>	<b>2</b>
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**

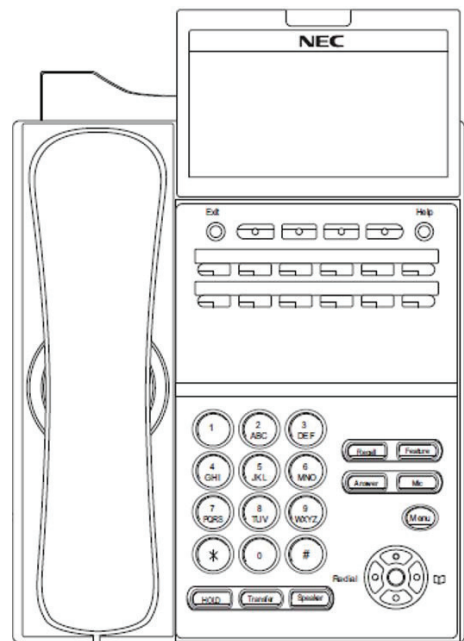
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# Introduction

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.)

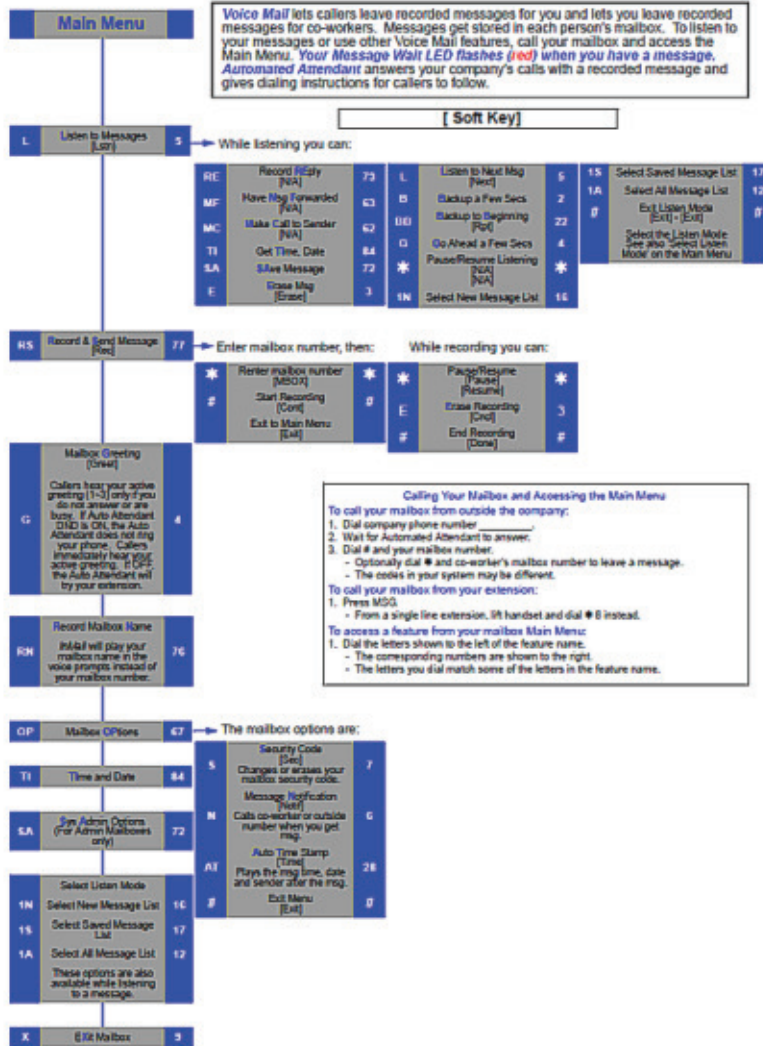
### **4. Additional Ways to Record a Message**

#### **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.



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