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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.
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.
Main Menu

Voice Mail lets callers leave recorded messages for you and lets you leave recorded messages for co-workers. Messages get stored in each person's mailbox. To listen to your messages or use other Voice Mail features, call your mailbox and access the Main Menu. Your Message Wait LED flashes (4) when you have a message. Automated Attendant answers your company's calls with a recorded message and gives dialing instructions for callers to follow.

While listening to a message:

1. Listen to Mail [4]
2. Resume Play [8]
3. Soft Key

Recorded Mail messages play first. Once you finish with a message, you can:

- Resume Play [8]
- Soft Key

If you have multiple messages, they play in order.

Entering Mailbox Number:

Enter mailbox number, then:

1. Enter mailbox number [4]
3. Go to Main Menu [17]

Mailing Address Line

Mailbox Options:

- Time and Date [19]
- Personal Options [24]

Calling Your Mailbox and Accessing the Main Menu

To call your mailbox from outside the company:

1. Dial company phone number
2. Dial your extension
3. The mailbox number is played

To access a feature from your mailbox's Main Menu:

1. Dial the letters shown to the left of the feature name.
2. The corresponding numbers are shown to the right.
3. The letters you dial must match some of the letters in the feature name.
SV9100 InMail User Guide

NEC Corporation of America