Notice

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NEC

VM8000 InMail

User Guide

INT-2066 (UNIV)
Issue 1.0
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SENDING CALLS TO A MAILBOX

TO FORWARD YOUR PHONE TO VOICEMAIL

TO FORWARD ALL INCOMING CALLS TO YOUR MAILBOX
- Press the Speaker key ● Dial 741 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

TO FORWARD INCOMING CALLS TO YOUR MAILBOX WHEN YOUR PHONE IS BUSY
- Press the Speaker key ● Dial 742 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 743 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 744 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 CANCEL FORWARDING ALL INCOMING CALLS TO YOUR MAILBOX
❖ Press the Speaker key ● Dial 741 or press the Call Forward Immediate Function Key (if one is programmed on the phone) ● Dial 0 to Cancel ● Hang up

TO CANCEL FORWARDING INCOMING CALLS TO YOUR MAILBOX WHEN YOUR PHONE IS BUSY
❖ Press the Speaker key ● Dial 742 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
❖ Press the Speaker key ● Dial 743 or press the Call Forward No Answer Function Key (if one is programmed 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 744 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 ● 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
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 (red) 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 you can:
- Enter mailbox number, then:
  - Listen to Next Msg [Next]
  - Backup to a Few Secs [Cont]
  - Backup to Beginning [Rpt]
  - Pause/Resume Listening [Pause]
- While recording you can:
  - Renter mailbox number [MBOX]
  - Start Recording [Cont]
  - End Recording [Done]

Calling Your Mailbox and Accessing the Main Menu
To call your mailbox from outside the company:
1. Dial company phone number ________.
2. Wait for Automated Attendant to answer.
3. Dial # and your mailbox number.
   - Optionally dial * and co-worker’s mailbox number to leave a message.
   - The codes in your system may be different.
To call your mailbox from your extension:
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 match some of the letters in the feature name.

The mailbox options are:
- Security Code [Sec]: Changes or erases your mailbox security code.
- Message Notification [Notif]: Calls co-worker or outside number when you get a message.
- Auto Time Stamp [Time]: Plays the msg time, date and sender after the msg.
- Exit Main Menu [Exit]

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