

## SV8100/SV9100 InMail Voicemail Quick Reference



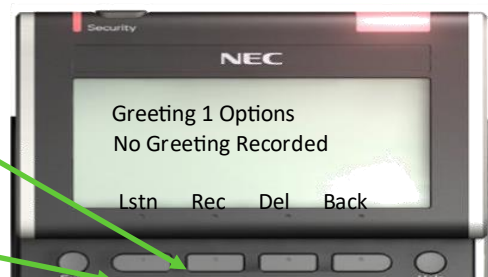
### To Access your Personal Voice Mail

- Press **VMsg** Softkey
- Lift handset

**OR** Lift Handset and dial 333. You will be prompted to enter your mailbox number. (Extension Number)

### To Record your Mailbox Personal Greetings

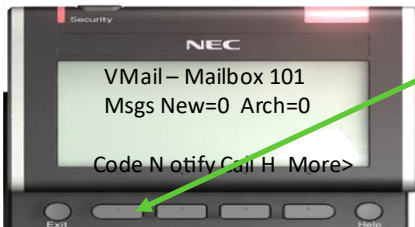
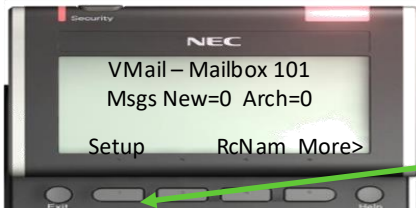
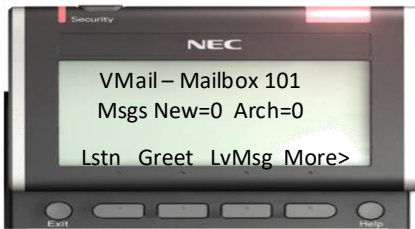
- Press **Greet** Softkey (or press **4** on dial pad)
- Choose greeting you'd like to record:  
**Gr 1** ("in the office"),  
**Gr 2** ("Out of Office")  
**OR Gr 3** ("Holiday")
- Press **Rec** (or press 7 on dial pad),  
press # to end recording
- Press **Lstn** (or press 5 on dial pad)  
to review greeting or **Rec** to re-record



## To Set your Mailbox Security Code and Record your Mailbox Name

A Security Code must have 4 digits, using 0~9.

- On main screen Press **VMsg** Softkey  
**OR** Lift Handset and dial 333. You will be prompted to enter your mailbox number. (Extension Number)
- Press **More>** Softkey  
**OR** Dial 67
- Press **Setup** Sofkey  
**OR** Dial 7
- Press **Code** Softkey and follow the instructions
  - a. Press **7** to always be prompted for a security **OR**
  - b. Press **6** to only be prompted for a security code when accessing your mailbox from off site



## When you are finished setting your security code:

- Press **More>** Softkey
- Press **Back** Softkey **OR** on main screen Press **VMsg** Softkey and dial 76
- Press **RcNam** Sofkey and follow the instructions to Record your Mailbox name **OR** Press 7 and follow prompts



## Listening to Voicemail Messages

1. Press your **VMsg** soft key  
Press **5** on dial pad **OR** **Lstn** soft key to **Listen**  
Press **3** on dial pad **OR** **Erase** soft key to **Erase**  
Press **72** on dial pad to **Save**  
Press **2** on dial pad **OR** **RPT** soft key to **rewind** (5 seconds)  
Press **4** to **Fast Forward** (5 seconds)  
Press **63** to **Forward** message to **another mailbox**  
Press **84** to hear **date and time**  
Press **5** on dial pad **OR** **Next** soft key to **skip** to **Next** message

## Accessing Your Voicemail From Off Site

1. **Call the main number** (or side door *if applicable*). When auto attendant greeting begins:
2. Press **#** key followed by your **Extension Number** ex. #101

**Note:** If an employee answers, have them transfer you in to voicemail by pressing **transfer**, dialing **333**, and then **hanging up** (you will then follow step 2)