NOTICE

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SL1100 InMail Quick Reference Sheet

Multiline Display Telephone

SL1100 InMail Quick Reference Sheet for Multiline Display Telephone

NEC

Using Dial Pad

TO SET UP YOUR INMAIL VOICE MAILBOX

❑ Dial the voice mail pilot number _____

❑ Enter your mailbox number _____

Once You Are In Your Mail Box Perform the Following Steps:

TO RECORD PERSONAL GREETING

❑ Press **4** . . . . to access the greeting menu

❑ Press **1** . . . . to select your main greeting

❑ Press **2** or **3** . . . . . to select an alternate greeting

❑ Press **7** . . . . to record a new greeting

Sample Greeting: *You have reached the voice mail of _____. Please leave your name and call back number (s) and I will return your call as soon as possible. For immediate assistance press zero. Thank you.*

TO RECORD YOUR NAME

❑ Press **76** . . . . to access recording menu

❑ Press **7** . . . . to record name

❑ Press **#** . . . . to exit

TO SET SECURITY CODE

❑ Press **67** . . . . to access the security code menu

❑ Press **7** . . . . to enter the new security code

❑ Press **#** . . . . to return to previous menu

CHECKING VOICE MAIL

Call Your Mailbox from Your Extension:

❑ Dial the voice mail pilot number _____

❑ Enter your mailbox number _____

❑ Enter your security code (if set)

Call Your Mailbox from Outside the Company:

❑ Dial the company phone number that directly reaches your voice mail _____

❑ Wait for Auto Attendant to answer.

❑ Press **#** and your mailbox number _____

❑ Enter security code (if set)

After the Voice Mail Answers:

❑ Press **5** . . . . .to listen to your message

❑ Press **77** . . . . .to leave a message

❑ Press **0** . . . . .for complete main menu of features

While Listening to Your Message(s)

❑ Press **3** . . . . .to delete your message

❑ Press **5** . . . . .to listen to your message(s)

❑ Press **#** . . . . .to exit listen mode

While Listening to a Message:

❑ Press **73** . . . . .to record a reply for the message sender

❑ Press **63** . . . . .to forward the message to a co-worker

❑ Press **62** . . . . .to make a return call to the message sender

❑ Press **#** . . . . .to exit listen mode

❑ Press **84** . . . . .to hear the time and date the message was sent

❑ Press **72** . . . . .to archive (save) the message to your mailbox

❑ Press **3** . . . . .to delete message

❑ Press **5** . . . . .to listen to the next message

❑ Press **2** . . . . .to back up then continue listening

❑ Press **22** . . . . .to back up to the beginning and listen to the message

❑ Press **4** . . . . .to go forward then continue listening

❑ Press **✱** . . . . .to pause and resume listening

❑ Press **16** . . . . .to select a list of new messages

❑ Press **17** . . . . .to select list of archive messages

❑ Press **12** . . . . .to select list of all messages

❑ Press **9** . . . . .to exit mailbox

- ❏ Press **Transfer** key.
- ❏ Dial the co-worker's extension number.
- ❏ Dial **8**.
- ❏ (Optional) Leave message and press **#**.
- ❏ Hang up.

- ❏ Press **63**.
- ❏ (Optional) Leave message and press **#**.
- ❏ Press ✶ to skip recording and redirect message immediately.
- ❏ Dial co-worker's mailbox number.
- ❏ Press **#** to exit message.

Sending Calls to a Mailbox

To Forward All Incoming Calls to Your Mailbox:

- ❏ Press the **Speaker** key.
- ❏ Dial **741**.
- ❏ 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**.
- ❏ 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**.
- ❏ 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**.
- ❏ Dial **1** to set.
- ❏ Dial the **VM Pilot number**.
- ❏ Hang up.

To Cancel Forwarding All Incoming Calls to Your Mailbox:

- ❏ Press the **Speaker** key.
- ❏ Dial **741**.
- ❏ Dial **0** to set.
- ❏ Hang up.

To Cancel Forwarding Incoming Calls to Your Mailbox When Your Phone is Busy:

- ❏ Press the **Speaker** key.
- ❏ Dial **742**.
- ❏ Dial **0** to set.
- ❏ Hang up.

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

- ❏ Press the **Speaker** key.
- ❏ Dial **743**.
- ❏ Dial **0** to set.
- ❏ 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**.
- ❏ Dial **0** to set.
- ❏ Hang up.