

SV8100 InMail User Guide

TO FORWARD YOUR PHONE TO VOICEMAIL

To forward all incoming calls to your mailbox when your phone is busy or you do not answer

- Press the speaker key • Dial 844 • Dial 1 to set
- Dial 555 • Hang up

To forward all incoming calls to your mailbox

- Press the speaker key • Dial 848 • Dial 1 to set
- Dial 555 • Hang up

To forward incoming calls to your mailbox when your phone is busy

- Press the speaker key • Dial 842
- Dial 1 to set • Dial 555 • Hang up

To forward incoming calls to your mailbox when you do not answer

- Press the speaker key • Dial 845 • Dial 1 to set
- Dial 555 • Hang up

TO CANCEL FORWARDING YOUR PHONE TO VOICEMAIL

To cancel forwarding all incoming calls to your mailbox

- Press the speaker key • Dial 848
- Dial 0 to cancel • Hang up

To cancel forwarding incoming calls to your mailbox when your phone is busy

- Press the speaker key • Dial 843
- Dial 0 to cancel • Hang up

To cancel forwarding incoming calls to your mailbox when you do not answer

- Press the speaker key • Dial 845
- 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 844 • Dial 0 to cancel
- Hang up

TO CHECK YOUR MESSAGES FROM OUTSIDE OF THE OFFICE

To call your mailbox from outside

- Dial your DDI number • Wait for greeting • Dial # and your extension number • Enter your security code if you have set one in mailbox options

ADDITIONAL WAYS TO LEAVE A MESSAGE

To leave a message for a co-worker internally, dial the extension number then when either ringing or the busy tone

- Dial 717 • Leave message • Hang up

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To place a service call or if you require technical support please call **01403 216158** or email service@global4.co.uk



Introduction to your new Voicemail

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Voicemail lets callers leave you recorded messages and also lets you leave messages for co-workers. The messages get stored in each person's mailbox.

Your Message Wait LED on the handset flashes (red) when you have a message.

You will also be able to listen to your messages then forward them on to a co-worker with comments if appropriate.

Voicemail can be accessed from any phone internally or externally. If requested, the message would call your mobile and state you have messages, allowing you to listen whilst on the move.

Voicemail gives you the flexibility to set to answer all calls, or just when your phone is busy or not answered ... the choice is yours.

It will take just a few minutes to set up your Voicemail going through the options for the first time but then you'll be all set and ready to go. Remember to speak clearly and at the end of your message always say "should you prefer further assistance dial 1 now to be passed back to reception".

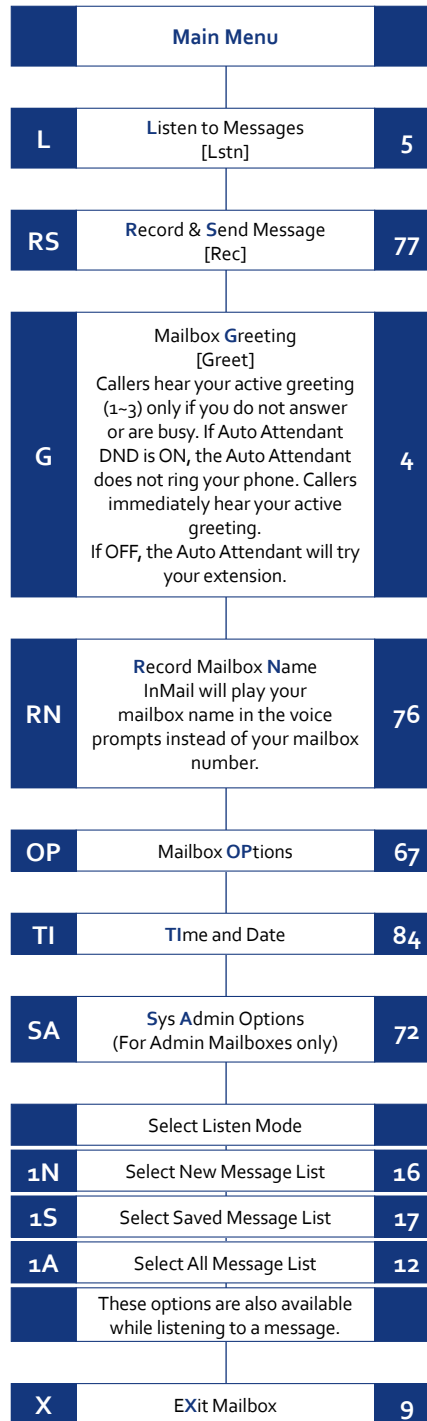
SETTING UP YOUR VOICEMAIL

To call your mailbox from your extension:

Either lift the handset or press the speaker key. Dial 717. The menu will then talk you through a very simple setup step by step guide for the first time you use the system.

Then in future dial 717 to access your messages or change your settings.

Use the diagram opposite, the letters on the left (that form part of the name of the instruction) or the corresponding numbers whichever is easiest. This allows you to control the way your messages are presented to you.



While listening you can:

RE	Record REply [N/A]	73	BB	Backup to Beginning [Rpt]	22
MF	Have Msg Forwarded [N/A]	63	G	Go Ahead a Few Seconds	4
MC	Make Call to Sender [N/A]	62	*	Pause/Resume Listening [N/A] [N/A]	*
TI	Get Time and Date	84	1N	Select New Message List	18
SA	SAve Message	72	1S	Select Saved Message List	17
E	Erase Msg [Erase]	72	1A	Select All Message List	12
L	Listen to Next Msg [Next]	5	#	Exit Listen Mode [Exit] - [Exit]	#
B	Backup a Few Secs	2		Select the Listen Mode See also 'Select Listen Mode' on the Main Menu	

Enter mailbox number, then:

*	Re-enter mailbox number [MBOX]	*	*	Pause/Resume [Pause] [Resume]	*
#	Exit Listen Mode [Exit] - [Exit]	#	E	Erase Recording [Cncl]	3
	Exit to Main Menu [Exit]		#	End Recording [Done]	#

While recording you can:

The mailbox options are:

S	Security Code [Sec] Changes or erases your mailbox security code.	7
N	Message Notification [Notif] Calls co-worker or outside number when you get msg.	6
AT	Auto Time Stamp [Time] Plays the msg time, date and sender after the msg.	28
#	Exit Menu [Exit]	#