SL1100 InMail Quick Reference Sheet
for Multiline Display Telephone
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

CALLING 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 7 . . . . . . . . . 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

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Call Your Mailbox from Your Extension:
☐ Dial the voice mail pilot number ________________
☐ Enter your mailbox number _____________________
☐ Enter your security code (if set)
TO TRANSFER YOUR ACTIVE CALL TO A CO-WORKER’S MAILBOX
- Press Transfer key.
- Dial the co-worker’s extension number.
- Dial 8.
- (Optional) Leave message and press #.
- Hang up.

TO REDIRECT MESSAGE TO CO-WORKER’S MAILBOX
- 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 CALLS TO YOUR 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.

CANCEL FORWARDING TO VOICE MAIL

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.
Voice Mail Administration Features

ENTER VOICE MAIL ADMINISTRATION

- Dial the voice mail pilot number ________________
- Enter your mailbox number ________________

Once You Are In Your Mail Box (If You Have Administration Rights) Perform the Following Steps:

ENTER ADMINISTRATIVE MENU

- Press 72 . . . . . . . to access the system administrator menu

Note: The following administrative features are only available at the system administrator’s extension (extension 101 at default). Ask your NEC authorized supplier for details on how to become a system administrator.

TO RECORD AN INSTRUCTION MSG

- From the system administrator menu:
- Press 4 . . . . . . . to enter the instruction message menu
- Enter the mailbox number (001 ~ 032)
- Press 5 . . . . . . . to listen to the message
- Press 7 . . . . . . . to record a new message
- Press 3 . . . . . . . to delete the message
- Press # . . . . . . . to return to the system administrator menu

Note: Instruction menu messages are used as the automated attendant main greetings (e.g. day mode greeting, night mode greeting, holiday mode greeting, etc.)

TO RECORD AN ANNOUNCEMENT MSG

- From the system administrator menu:
- Press 2 . . . . . . . to enter the announcement message menu
- Enter the mailbox number (001 ~ 032)
- Press 5 . . . . . . . to listen to the message
- Press 7 . . . . . . . to record a new message
- Press 3 . . . . . . . to delete the message
- Press # . . . . . . . to return to the system administrator menu

Note: Announcement menu messages are used to announce general information to callers such as directions, hours of operation, etc.

DISTRIBUTION LIST SETUP

- From the system administrator menu:
- Press 6 . . . . . . . . to review or modify the list
- Press 2 . . . . . . . . to add an extension to the distribution list
- Press 3 . . . . . . . . to delete the current extension from the distribution list
- Press 6 . . . . . . . . to step to the next entry in the distribution list
- Press # . . . . . . . . to exit this feature

- Press 76 . . . . . . . . to record a name for the distribution list
- Press 5 . . . . . . . . to listen to the name of the distribution list
- Press 7 . . . . . . . . to record the name of the distribution list
- Press 3 . . . . . . . . to delete the name of the distribution list
- Press # . . . . . . . . to exit this feature

Note: A distribution list is a list of extensions set to receive a single voice mail message. Any message left in the distribution mailbox will be sent to all extensions in the list.

SUBSCRIBER MAINTENANCE

- From the system administrator menu:
- Press 7 . . . . . . . . to enter subscriber maintenance
- Enter the extension number you wish to modify
- Press 32 . . . . . . . . to delete all the messages in the mailbox
- Press 34 . . . . . . . . to delete the mailbox greeting
- Press 36 . . . . . . . . to delete the mailbox name
- Press 7 . . . . . . . . to delete the security code of the mailbox
- Press 6 . . . . . . . . to record a new mailbox name
- Press # . . . . . . . . to return to the system administrator menu
From the system administrator menu:

- Press 6 . . . . . . to enter the answer schedule override menu
- Enter the mailbox number (01 ~16)
- Press 6 . . . . . . to toggle ON/OFF the answer schedule table
- Press 2 . . . . . . to enter a new answer schedule override mailbox.
  - Enter the override mailbox number (001 ~ 032or a valid extension)
- Press # . . . . . . to return to the system administrator menu

**Note:** Answer schedule override provides alternate answering for the automated attendant by sending calls to a specified override mailbox (when enabled). As an example you can use the answering schedule override to provide holiday and bad weather closing announcements.

From the system administrator menu:

- Press 3 . . . . . . to enter the mailbox announcement message menu
- Press 5 . . . . . . to listen to the mailbox announcement message
- Press 7 . . . . . . to record the mailbox announcement message
- Press 3 . . . . . . to delete the mailbox announcement message
- Press 2 . . . . . . to specify the amount of days the mailbox announcement message is active for
  - Press * for an indefinite amount of days, or enter 01 ~ 99 days
- Press # . . . . . . to return to the system administrator menu

**Note:** The mailbox announcement message is played to each subscriber when they log into their mailbox. This message will play each time the user logs into their mailbox until it expires, is deleted, or is made inactive by the system administrator.

From the system administrator menu:

- Press 8 . . . . . . to hear the current voice mail version