

# ***UNIVERGE SV8100***

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## **VM8000 In-Mail User Guide**



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# VM8000 In-Mail User Guide

## SECTION 1      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

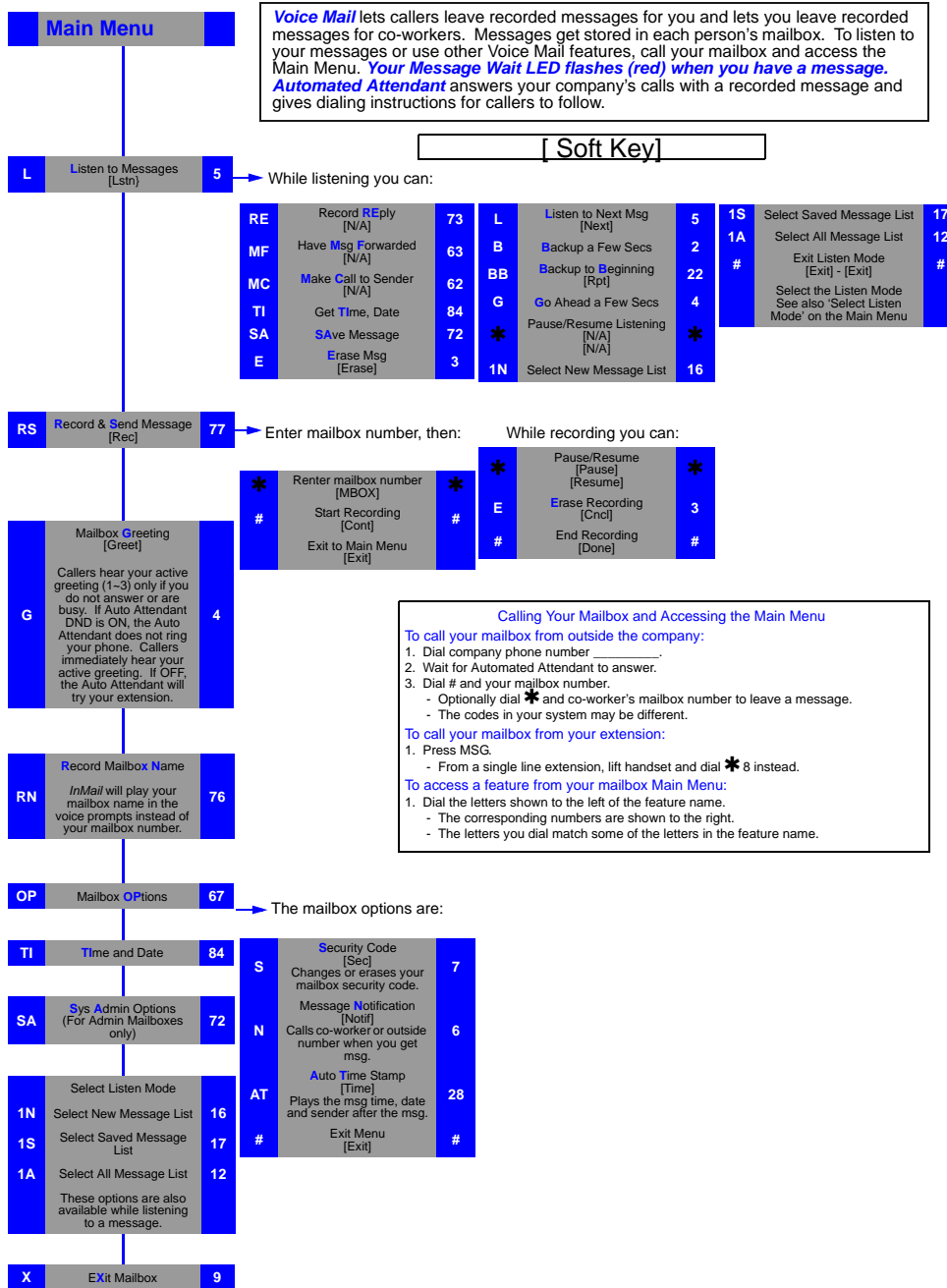
## **Additional Ways to Record a Message**

### **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







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