

NOTICE

Note that when converting this document from its original format to a .pdf file, some minor font and format changes may occur. When viewing and printing this document, we cannot guarantee that your specific PC or printer will support all of the fonts or graphics. Therefore, when you view the document, fonts may be substituted and your individual printer may not have the capability to print the document correctly.

NEC

SL1100 InMail Quick Reference Sheet

Multiline Display Telephone

NDA-31331
Issue 1.0

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

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

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.