

# VM8000 InMail

## Quick Reference for System Administrators

[Multiline Soft Key]

### Using System Administrator Options

Calling a System Administrator (SA) Mailbox

**From administrator's telephone:** Press **MSG** (if available) or the VoiceMail Function Key (if one is programmed on the telephone).

**From any extension:** Press **SPEAKER** key • Dial *In-Mail* Pilot number (normally 200) • Dial SA mailbox number (normally 101) • Dial security code.

**From outside the company:** Call *In-Mail* • Dial # <sup>(1)</sup> during company greeting • Dial SA mailbox number • Dial security code.

To record an Instruction Menu or Directory Dialing Message

Call System Administrator Mailbox • Press **S A** • Press **I**, or

[Instr]

An Instruction Menu is for a Call Routing Mailbox. This menu greets the caller and tells them what to dial (e.g. *Please dial the extension you wish to reach, or dial 1 for sales*).

To record an Announcement Message

Call System Administrator Mailbox • Press **S A** • Press **A**, or

[Annc]

An Announcement Message is for an Announcement Mailbox.

To set up Answer Schedule Override

Call System Administrator Mailbox • Press **S A** • Press **O**.

[N/A]

Answer Schedule Override provides alternate answering for Automated Attendant Calls.

To hear the version of the In-Mail voice prompts

Call System Administrator Mailbox • Press **S A** • Press **V**.

(1) For Dial #, the Dial Action Table needs to be set up in PRG 47-13, as a function of the Call Routing Box, 47-03 and 47-08.

## Using Subscriber Maintenance Options [Subs]

To Erase All  
Messages

Call System Administrator Mailbox • Press **S A** • Press **S** •  
Dial subscriber's mailbox • Press **E A**, or

[Msgs]

This lets you erase all the messages in a Subscriber Mailbox.

To Erase a Maibox  
Greeting

Call System Administrator Mailbox • Press **S A** • Press **S** •  
Dial subscriber's mailbox • Press **E G**, or

[Greet]

This lets you erase a Subscriber Mailbox greeting. With Multiple Greetings, this erases all greetings and resets the active greeting to 1.

To Erase a Maibox  
Name

Call System Administrator Mailbox • Press **S A** • Press **S** •  
Dial subscriber's mailbox • Press **E N**, or

[RcNam] then [Del]

This lets you erase a Subscriber Mailbox name.

To Delete a Mailbox  
Security Code

Call System Administrator Mailbox • Press **S A** • Press **S** •  
Dial subscriber's mailbox • Press **S**, or

[Code]

This lets you erase a Subscriber Mailbox security code.

To Record a Mailbox  
Name

Call System Administrator Mailbox • Press **S A** • Press **S** •  
Dial subscriber's mailbox • Press **N**, or

[RcNam] then [Rec]

This name replaces the mailbox number in the *In-Mail* voice prompts.

# NEC

NEC Australia Pty Ltd  
633-655 Springvale Road  
Mulgrave Vic. 3170  
TEL: 131632