

NEC

VM8000 InMail

Quick Reference for System Administrators



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 *InMail* Pilot number (normally 200)
- Dial SA mailbox number (normally 101)
- Dial security code

From outside the company:

- Call *InMail*
- Dial # ⁽¹⁾ during company greeting
- Dial SA mailbox number
- Dial security code

⁽¹⁾ For Dial #, the Dial Action Table needs to be set up as a function of the Call Routing Box.

To record an Instruction Menu or Directory Dialing Message

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).

- Call System Administrator Mailbox
- Press **SA**
- Press **I** or the [**INSTR**] key

To record an Announcement Message

An Announcement Message is for an Announcement Mailbox.

- Call System Administrator Mailbox
- Press **SA**
- Press **A** or the [**ANNC**] key

To set up Answer Schedule Override

Answer Schedule Override provides alternate answering for Automated Attendant Calls.

- Call System Administrator Mailbox
- Press **SA**
- Press **O**

To Hear the Version of the InMail Voice Prompts

- Call System Administrator Mailbox
- Press **SA**
- Press **V**

Using Subscriber Maintenance Options [SUBS]

To Erase All Messages

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

- Call System Administrator Mailbox
- Press **SA**
- Press **S**
- Dial subscriber's mailbox
- Press **EA** or the **[MSGS]** key

To Erase a Mailbox Greeting

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

- Call System Administrator Mailbox
- Press **SA**
- Press **S**
- Dial subscriber's mailbox
- Press **EG** or the **[GREET]** key

To Erase a Mailbox Name

This lets you erase a Subscriber Mailbox name.

- Call System Administrator Mailbox
- Press **SA**
- Press **S**
- Dial subscriber's mailbox
- Press **EN** or the **[RCNAM]** then **[DEL]** keys

To Delete a Mailbox Security Code

This lets you erase a Subscriber Mailbox security code.

- Call System Administrator Mailbox
- Press **SA**
- Press **S**
- Dial subscriber's mailbox
- Press **S** or the **[CODE]** key

To Record a Mailbox Name

This name replaces the mailbox number in the *InMail* voice prompts.

- Call System Administrator Mailbox
- Press **SA**
- Press **S**
- Dial subscriber's mailbox
- Press **N** or the **[RCNAM]** then **[REC]** keys

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