

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 *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.

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 InMail 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
Mailbox 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
Mailbox 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 *InMail* voice prompts.

NEC

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