

# NEC SV8000 Series

## System Administration VM8000 InMail

*Note: System Administration can only be accessed through System Administrators mailbox.*

To Change greetings:

Access System Administrators mailbox \_\_\_\_\_

Enter in security code

Dial SA (72) for System Administration

Dial I (4) for Instruction Messages

Dial 001 for Day Greeting (this is the greeting that plays during the hours you are open)

Dial 002 for Night Greeting (this is the greeting that plays after regular business hours)

*Dial 003 for Schedule Override Greeting (this is a message that you can record to play to customers during abnormal conditions like snow days \*\*\* see below\*\*)*

Dial L (5) to Listen to the current recording

Dial R (7) to Record a new greeting

To Activate Schedule Override Greeting (Emergency Greeting):

*Schedule Override is used primarily as an 'Emergency' greeting. Instead of rerecording the day and night greetings to indicate that you'll be closed due to weather, company meeting, etc, you can activate the Schedule Override greeting and then simply turn it off when normal office hours resume.*

Access System Administrators mailbox

Enter in security code

Dial SA (72) for System Administration

Dial O (6) for Schedule Override

*Enter the table number \_\_\_\_\_ (typically 1)*

Enter in mailbox number \_\_\_\_\_ (typically 003)

Dial O (6) to turn Schedule Override On/Off

Change subscribers features

Dial S (7) for Subscriber Maintenance

Enter extension of subscriber

EA (32) Erases All messages in mailbox

EG (34) Erases Greeting

EN (36) Erases recorded Name

S (7) Erases Security code

N (6) Records new Name in mailbox