# SVMi E-Series Voicemail Quick Reference Guide



Mil un the

## Accessing Your Mailbox (Subscriber Services Menu)

## From Your Desk

- Press the button labeled MESSAGE or VMMSG OR

## From Off-Site (Home, Cell Phone)

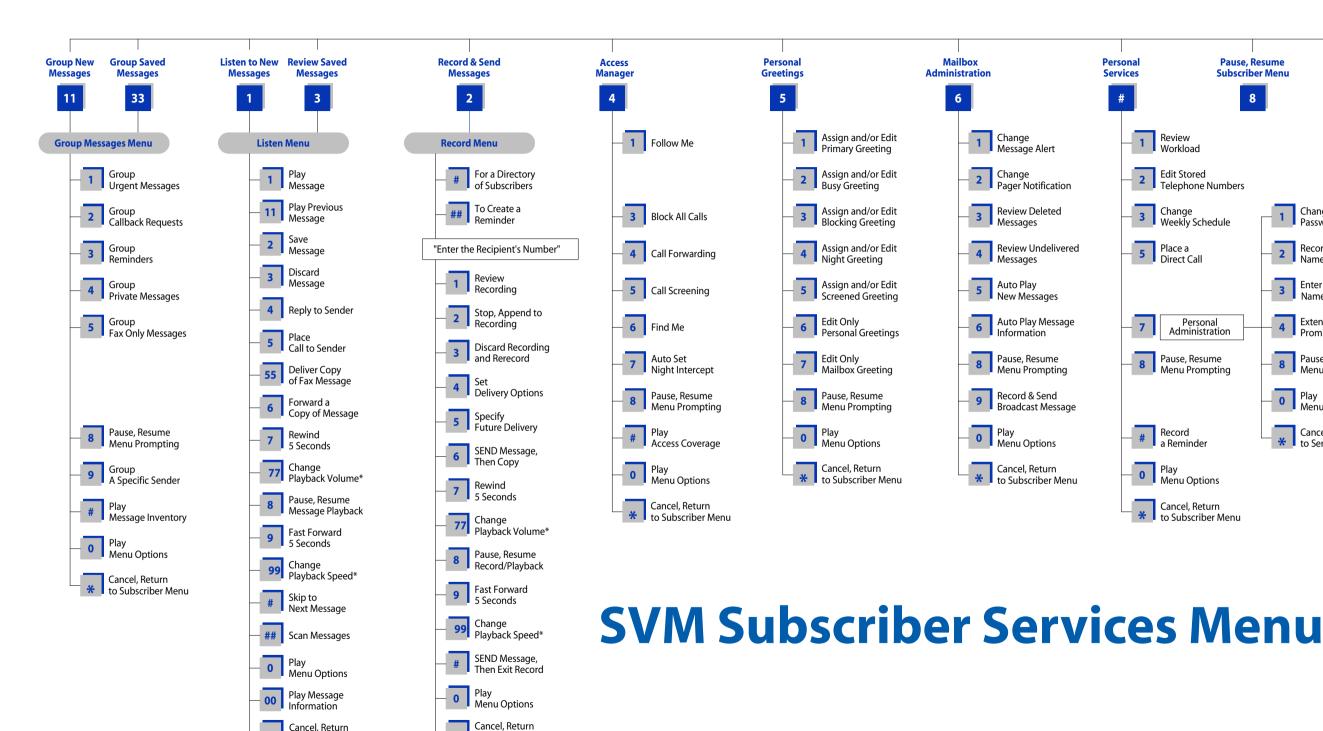
- At the Main Greeting dial [#] plus your Subscriber (or Mailbox) number. (Subscriber and Mailbox Number usually match your extension number)

### From Another Subscriber's Phone

- Press the button labeled MESSAGE or VMMSG or dial SVM Access Code.
- Dial [\*] followed by [#] and your Extension / Mailbox Number.
  (You will be prompted to enter your Passcode)
- Enter your Password: \_\_\_\_\_\_ (Default Password: 0000)

## Alternate Off-Site for DID Users (Home, Cell Phone)

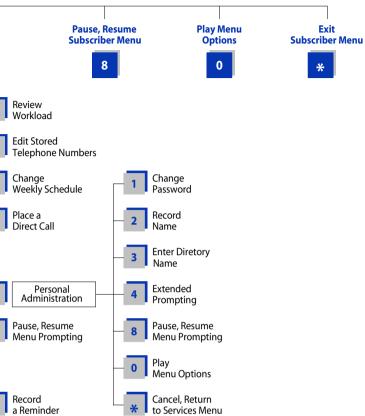
- Dial your DID phone number. (Your Personal Greeting will answer in approximately 4-6 rings)
- During your Personal Greeting dial [#] directly followed by your password. (Default Password: 0000)



to Subscriber Menu

to Subscriber Menu

NOTE: All options shown MAY NOT be authorized. If an option is not authorized, please speak to your System Administrator. \*Change Playback Volume and Speed not available on the OfficeServ 7100.





## First Time Easy Set-Up

There are five easy setup options required for optimum performance. These can be done after you log in.

1

#### Change Your Password: [#][7][1]

Required to Log In as a Subscriber. Password length can be from 1 to 8 digits. Default password is 0000.



#### Record Your Name:.....[#][7][2]

This recorded name plays to your callers when they are transferred throught the Auto Attendant. It is also used by the Automated Directory so the caller can verify they spelled your name correctly.



#### 

You will be asked to first spell and enter and accept your Last Name, then your First Name on the Telephone Keypad. This is used by the Automated Directory for callers who do not know your extension number but do know your name.



#### 

This is your Personal Greeting that plays to your callers when you do not answer your phone\*.



#### Record Your Mailbox Greeting: [5][7]

This Greeting is only used if you do not have a Primary Greeting recorded and/or another Subscriber transfers a caller directly into your Mailbox.

<sup>\*</sup>There are other Personal Greetings available that can be scheduled to play for Busy, Forward All (DND), and Night Call Conditions. Ask your System Administrator for more information on Call Condition Greetings.

## **Functions While Listening to a Message**



## **Functions While Recording and Sending a Message**



## Quick Reference Index —

AUTO PLAY OF MESSAGE INFORMATION[6][6]
Time & Date Stamp Information. This option can be turned on/off.
AUTO PLAY NEW MESSAGES[6][5]
Plays new messages after you log in. This option can be turned on/off.
DIRECT CALL*[#][5]
Used for make out going calls while logged in.
EXTENDED PROMPTING[#][7][4]
This option can be turned on/off.
FIND ME*[4][6]
Calls you at a series of numbers in your stored number list.
FOLLOW ME*[4][1]
Changes the number where you are taking your calls.
LISTEN TO NEW MESSAGES[1]
LISTEN TO SAVED MESSAGES[3]
MESSAGE ALERT*[6][1]
When enabled the system will call you to let you know you have new mes- sages. This option can be turned on/off.
PAGER NOTIFICATION*[6][2]
When enabled the system will call your Pager to let you know you have new messages. This option can be turned on/off.
QUICK MEMO[#][MAILBOX #]
Quickly send a message to another Subscriber.
RECORD AND SEND A MESSAGE[2]
REMINDER[#][#]
Quickly send a message to yourself.
STORED TELEPHONE NUMBERS*[#][2]
Enter a list of numbers used by Follow Me, Find Me, and all Notifications.
UNDELETE MESSAGES
Deleted messages can be recovered any time before Daily Maintenance time, scheduled by the System Administrator. The default time is 3 a.m.

