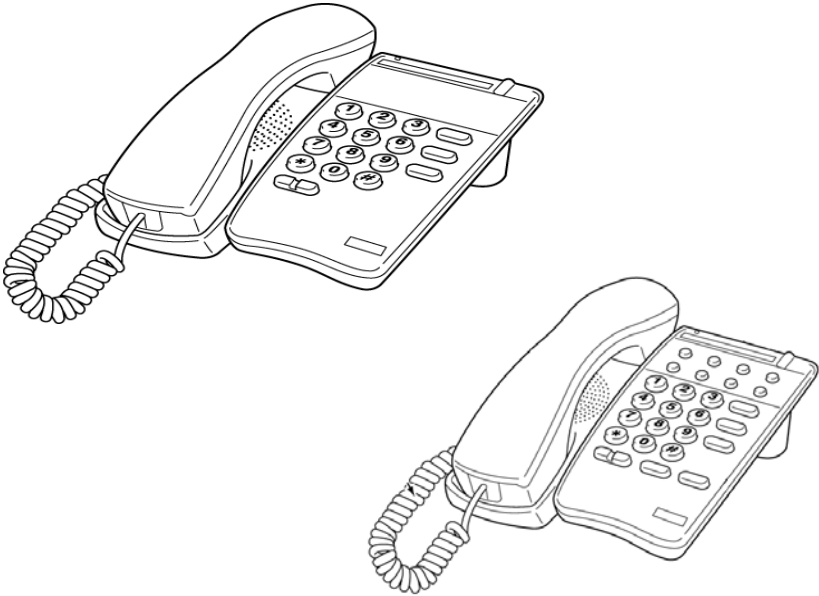


NOTICE

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NEC

Electra **Elite** IPK II



In-Mail User Guide

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SENDING CALLS TO A MAILBOX

TO FORWARD YOUR PHONE TO VOICEMAIL

TO FORWARD ALL INCOMING CALLS TO YOUR MAILBOX

- Press the Speaker key ● Dial 741 or press the Call Forward Immediate Function Key (if one is programmed on the phone) ● Dial 1 to Set ● Dial the VM Pilot Number ● Hang up

TO FORWARD INCOMING CALLS TO YOUR MAILBOX WHEN YOUR PHONE IS BUSY

- Press the Speaker key ● Dial 742 or press the Call Forward Busy Function Key (if one is programmed on the phone) ● Dial 1 to Set ● Dial the VM Pilot Number ● Hang up

TO FORWARD INCOMING CALLS TO YOUR MAILBOX WHEN YOU DO NOT ANSWER

- Press the Speaker key ● Dial 743 or press the Call Forward No Answer Function Key (if one is programmed on the phone) ● Dial 1 to Set ● Dial the VM Pilot Number ● Hang up

TO FORWARD INCOMING CALLS TO YOUR MAILBOX WHEN YOUR PHONE IS BUSY OR YOU DO NOT ANSWER

- Press the Speaker key ● Dial 744 or press the Call Forward Busy/No Answer Function Key (if one is programmed on the phone) ● Dial 1 to Set ● Dial the VM Pilot Number ● Hang up

To CANCEL FORWARDING YOUR PHONE TO VOICEMAIL

To CANCEL FORWARDING ALL INCOMING CALLS TO YOUR MAILBOX

- Press the Speaker key ● Dial 741 or press the Call Forward Immediate Function Key (if one is programmed on the phone) ● Dial 0 to Cancel ● Hang up

To CANCEL FORWARDING INCOMING CALLS TO YOUR MAILBOX WHEN YOUR PHONE IS BUSY

- Press the Speaker key ● Dial 742 or press the Call Forward Busy Function Key (if one is programmed on the phone) ● Dial 0 to Cancel ● Hang up

To CANCEL FORWARDING INCOMING CALLS TO YOUR MAILBOX WHEN YOU DO NOT ANSWER

- Press the Speaker key ● Dial 743 or press the Call Forward No Answer Function Key (if one is programmed on the phone) ● Dial 0 to Cancel ● Hang up

To CANCEL FORWARDING INCOMING CALLS TO YOUR MAILBOX WHEN YOUR PHONE IS BUSY OR YOU DO NOT ANSWER

- Press the Speaker key ● Dial 744 or press the Call Forward Busy/No Answer Function Key (if one is programmed on the phone) ● Dial 0 to Cancel ● Hang up

AN ADDITIONAL WAY TO CALL YOUR MAILBOX (FROM OUTSIDE)

TO CALL YOUR MAILBOX FROM OUTSIDE

- Dial the Automated Attendant number ● Wait for greeting ● Dial # and your mailbox number ● (Optional) Enter your Security Code if you have set one in mailbox options.

ADDITIONAL WAYS TO RECORD A MESSAGE

QUICK MESSAGE FROM OUTSIDE

- Dial the Auto Attendant number ● Wait for greeting ● Dial * ● Dial extension ● Leave message ● Hang up

AFTER YOU CALL AN EXTENSION

- Press Message or Voicemail Function Key (if one is programmed on your phone).

Main Menu

L Listen to Messages [Lstn] 5

While listening you can:

RE	Record REply [NA]	73
MF	Have Msg Forwarded [NA]	63
MC	Make Call to Sender [NA]	62
TI	Get Time, Date	84
SA	SAve Message	72
E	Erase Msg [Erase]	3

L	Listen to Next Msg [Next]	5
B	Backup a Few Secs	2
BB	Backup to Beginning [Ppt]	22
G	Go Ahead a Few Secs	4
*	Pause/Resume Listening [NA]	*
LN	Select New Message List	16

IS	Select Saved Message List	17
IA	Select All Message List	12
#	Exit Listen Mode [Exit] - [Exit]	#
Select the Listen Mode. See also "Select Listen Mode" on the Main Menu.		

[Soft Key]

RS Record & Send a Message [Rec] 77

Enter mailbox number, then:

*	Reenter mailbox number [MBOX]	*
#	Start Recording [Cont]	#
#	Exit to Main Menu [Exit]	#

While recording you can:

*	Pause/Resume [Pause] [Resume]	*
E	Erase Recording [Cnel]	3
#	End Recording [Done]	#

G Mailbox Greeting [Gree] 4
Callers hear your active greeting (1-3) only if you do not answer or are busy. If Auto Attendant DND is ON, the Auto Attendant does not ring your phone. Callers immediately hear your active greeting. If OFF, the Auto Attendant will try your extension.

RN Record Mailbox Name 76
IntraMail will play your mailbox name in the voice prompts instead of your mailbox number.

OP Mailbox Options 67

The mailbox options are as follows:

S	Security Code [Sec]	7
Changes or erases your mailbox security code.		
N	Message Notification [Notif]	6
Calls co-worker or outside number when you get msg.		
AT	Auto Time Stamp [Time]	28
Plays the msg time, date and sender after the msg.		
#	Exit Menu [Exit]	#

TI Time and Date 84

SA Sys Admin Options (For Admin Mailboxes only) 72

Select Listen Mode

LN	Select New Message List	16
IS	Select Saved Message List	17
IA	Select All Message List	12
These options are also available while listening to a message.		

X EXit Mailbox [Exit] 9

Calling Your Mailbox and Accessing the Main Menu

To call your mailbox from outside the company:

- Dial company phone number _____.
- Wait for the Automated Attendant to answer.
- Dial # and your mailbox number.
 - Optionally dial * and a co-worker's mailbox number to leave them a message.
 - The codes in your system may be different.

To call your mailbox from your extension:

- Press MSG.
 - From a single line extension, lift handset and dial *8 instead.

To access a feature from your mailbox's Main Menu:

- Dial the letters shown to the left of the feature name.
 - The corresponding numbers are shown to the right.
 - The letters you dial match some of the letters in the feature name.
 - To get a recorded help message, press 0.

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