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NEC

Setting Up Your
Telephone

A Quick Tour of
Your Telephone

Answering and
Placing Calls

Features to make you
More Productive

Using IntraMail
Voice Mail



DSX

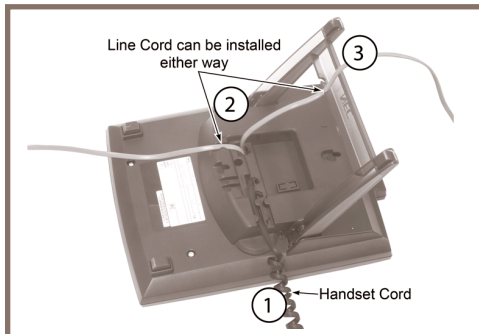
Multibutton Telephone User Guide



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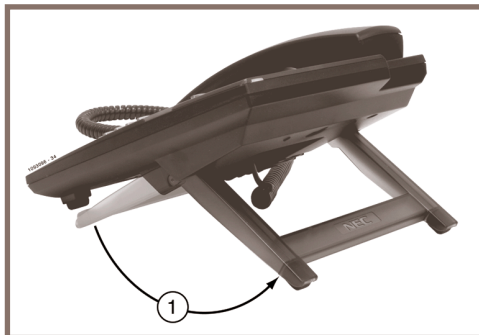
INSTALLING THE HANDSET AND LINE CORD



When installing the handset:

1. Plug the handset cord into the handset jack on the bottom of the telephone.
2. The handset cord routes through the lower channel on the right side of the telephone base.
3. The line cord **does not** use a channel and drapes down from the telephone line cord jack or connects to the telephone legs.

ADJUSTING THE TWO-POSITION VIEWING ANGLE

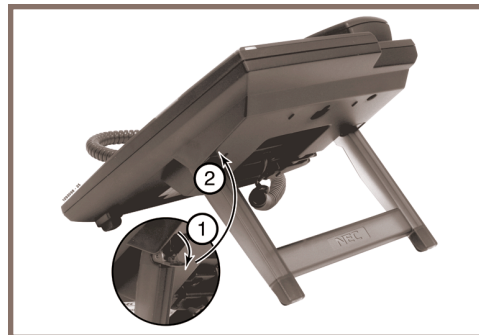


To set the low viewing angle position:

1. Fold the legs all the way back.

To set the high viewing angle position:

1. Flip up the two leg supports.
2. Fold the legs back until the supports contact the base.



REMOVING AND REINSTALLING THE FACEPLATE



To remove the faceplate (if installing a custom DESI label):

1. Put your finger in the recessed area under the faceplate and lift off the faceplate.



To reinstall the faceplate:

1. Remove the old label, then insert the customized replacement DESI label.
2. Press down on the faceplate as shown.

HOW TO USE THIS GUIDE

When using the instructions in this user guide, you:

1. **Dial** a digit on the key pad. For example:
 - For line keys, dial **#RAL (#725)**.
2. **Press** a Feature Key or Fixed Function Key. For example:
 - Press **INTERCOM**.
3. **Push** a soft key. For example:
 - Push **C1bk** and hang up.

See **A Quick Telephone Tour** on the next page for a quick tour of your telephone's layout and keys.

THE DISPLAY AND SOFT KEYS

Alphanumeric Display

- **While your phone is idle**, the display shows:
 - The date and time, your name (see page 14), and your extension number.
 - The idle menu soft key functions.
 - Menu Push to set up features on your phone (such as Call Forwarding).
 - Dir Push to call a co-worker on the Intercom by selecting their name.
 - VM:xx Push to call your voice mailbox (xx is the number of new messages).
 - CL:xx Push to review your Caller ID log (xx is the number of new calls).
- **While your phone is ringing**, the display shows:
 - (If an Intercom call) Your caller's name.
 - (If an outside call with Caller ID) The name and number of the incoming caller.
- **While you are on a call**, the display shows:
 - Your caller's name and number (if provided – see above).
 - The functions of the soft keys that help you handle your call.
- **To adjust your display**, push Menu + More (2 or 3 times) + Dsply + Cont (contrast), Brght¹ + Actv (active brightness), or Brght + Idle (idle brightness). Volume adjusts the level. (¹Not on 22-button.)

Soft Keys

- Use soft keys instead of dialing feature codes when handling your calls.

YOUR FEATURE KEYS

- **To place or answer a call on your outside line keys:**
 - Press a line key to place or answer an outside call.
 - Line keys flash red or green while ringing, are on steady red when busy.
 - Your line keys are normally located on the first two rows of Feature Keys.
- **To make a Hotline key for a co-worker's extension:**
 - Dial #57 + Press Feature Key + HOLD + INTERCOM + VOLUME up until you see **HOTLINE** + HOLD + Dial co-worker's extension number + HOLD + **SPEAKER** twice to exit. (See the **Telephone Feature Handbook** for more Feature Key types you can set up.)
- **To call or Transfer your call to a co-worker:**
 - While on the call, press the Hotline Key. (The key lights red while your co-worker is busy, flashes red if in DND.)
 - If you're not on a call, pressing the Hotline Key places an Intercom call to your co-worker.
- **To check your Feature Key assignments:**
 - Press **CHECK**, then the Feature Key.



UNDERSTANDING THE RING/MESSAGE LAMP

The Ring/Message Lamp

- Two quick flashes (green): You have new (unreviewed) calls in your Caller ID log.
- Slow flash (green): A call is ringing your phone.
- Fast flash (red): There are new voice mail messages in your mailbox.

SETTING UP YOUR SPEED DIAL BIN KEYS

- **To store a Personal Speed Dial number in a bin key:**
 - Push **Menu** + **Spd** + Press bin key + **HOLD** + Dial line number [e.g., 1] on which the stored number should dial + **HOLD** + Enter the number you want to store + **HOLD** twice + Enter name [see page 14] + **HOLD** + **SPEAKER** to exit.
- **To call the stored number:**
 - Press bin key. (See the *Telephone Feature Handbook* for more on Speed Dial.)

USING THE FIXED FUNCTION KEYS

- **TRANSFER**
 - Press + Dial co-worker's extension to Transfer your call.
 - Press + Dial co-worker's extension + press **V-MAIL** to transfer call to their mailbox.
- **FLASH**
 - Lets you access features of your outside lines (if provided), such as waiting call pickup.
- **REDIAL**
 - To redial your last outside call, press **REDIAL**.
 - To select one of your last 5 calls to redial, press **REDIAL** + **VOLUME** + **Dial** soft key.
- **MUTE**
 - While on a call, **MUTE** turns off your handset or Handsfree microphone.
- **SPEAKER**
 - Press to use Handsfree. Lift the handset for privacy.
 - While on a handset call, press twice for Group Listen.
- **VOLUME**
 - If idle, adjusts the display contrast.
 - While on a call, adjusts the call volume.
 - If Background Music is playing, adjusts the volume.
- **INTERCOM**
 - Press to dial a co-worker.
 - On (green) while talking to voice mail or a co-worker.
 - Flashes (green) during a Transfer or while an Intercom call is on Hold.
- **V-MAIL**
 - Calls your voice mailbox.
 - On (red) while you call your mailbox.
 - Flashes (red) during Call Screening broadcast.
- **DND**
 - Enables Do Not Disturb (when you don't want to be interrupted). Soft key selects mode.
 - On (red) when Do Not Disturb is enabled.
- **CONF**
 - While on a call, press to set up a Conference.
 - On (green) while on a Conference.
 - Flashes (green) if you put Conference call on Hold.
- **HOLD**
 - Puts your call on Hold.
 - While idle, turns Background Music on and off.

OUTSIDE CALLS

To answer an outside call:

1. Lift the handset.
2. If you are not automatically connected, press flashing line key.
 - If you hear a call ringing a co-worker, dial ** and their extension number to pick it up.

To place an outside call:

1. Press a line key (normally located on your first two rows of Feature Keys).
 2. Wait for outside dial tone, then dial your outside number.
- OR**
1. Press **INTERCOM**.
 2. Dial **9**.
 - You may also be able to dial other codes (such as 101 or #901 for outside line 1).
 3. Wait for outside dial tone, then dial your outside number.

To use Last Number Redial to quickly redial your outside call:

1. To redial your last outside call, press an idle (unlit) line key.
 2. Wait for outside dial tone, then press **REDIAL**.
- OR**
1. To select a call from the last 5 you dialed, press **REDIAL**.
 2. Press a **VOLUME** key to scroll through the list of the last 5 calls you dialed.
 3. Lift the handset or press **SPEAKER** to call the displayed number.

To return a call in your Caller ID log:

1. Push **CL + All**.
2. Press a **VOLUME** key until the call you want to return displays.
3. Push **Call**.

To place a Personal Speed Dial call:

1. Press your Speed Dial bin key.
 - To preselect a line, press a line key before your bin key.

To call a number stored in a system-wide Speed Dial bin:

1. Press **INTERCOM**.
 2. Dial # + System Speed Dial bin (normally **201-299**).
- 6**

INTERCOM CALLS TO AND FROM CO-WORKERS

To answer an Intercom call from a co-worker:

1. Do one of the following:
 - If you hear two beeps, speak toward your phone.
 - If you hear Intercom ringing, lift the handset.

To dial a co-worker over the Intercom:

1. Press **INTERCOM**.
2. Dial your co-worker's extension number.
 - If you hear Intercom ringing, wait for your co-worker to answer.
 - If you hear two beeps, your call has voice-announced. Go ahead and speak.
 - If you hear a single beep, your call has voice-announced but your co-worker has their handsfree microphone muted (turned off).
3. (Optional) To make a voice-announced Intercom call ring, dial **1**.

To call a co-worker using a Hotline Feature Key:

1. Press the Hotline key.
 - The Hotline key is off when your co-worker is idle, on if busy, and flashing if in Do Not Disturb.
 - See the *Telephone Feature Handbook* for more Feature Key types you can set up.

If the co-worker you call is busy:

1. For Camp-On, push **Camp** and wait on the line for them to become free.

OR

1. For Callback, push **Clbk** and hang up.
2. Wait for the system to call you back, then answer to have your call automatically go through.

To Page a co-worker over the telephone speakers:

1. Press **INTERCOM**.
2. Dial ***10** for All Call Page, or ***11** through ***17** for page zones 1-7.

To leave a message for a co-worker:

1. Call your co-worker on the Intercom, then press **V-MAIL**.

To call your own mailbox:

1. Press **V-MAIL** or push **VM:xx**.

PLACE A CALL ON HOLD

To place your call on System (Regular) Hold:

(Your co-workers can pick up calls you place on System Hold.)

1. Press **HOLD**.
 - While an outside call is on Hold, the line key will flicker (green).
 - While an Intercom call is on Hold, your **INTERCOM** key will flicker (green).
 - A call you leave on Hold too long will recall to you. If you don't answer the recall from an outside call, it will then ring your co-workers.
 - Your co-workers cannot pick up an Intercom call you place on Hold.

To place your outside call on Exclusive Hold:

(Your co-workers cannot pick up calls you place on Exclusive Hold.)

1. Press **HOLD** twice.

To pick up an outside call on Hold:

1. Press the flashing line key.

To pick up an Intercom call on Hold:

1. Press the flashing **INTERCOM** key.

TRANSFER A CALL TO A CO-WORKER

To Transfer your call to a co-worker:

(If you have a Hotline Feature Key for your co-worker, press it and skip to step 3.)

1. While on a call, press **TRANSFER**.
 - To Transfer the call directly to your co-worker's mailbox, press **V-MAIL** before going to step 2.
2. Dial your co-worker's extension number.
3. Do one of the following:
 - If you did not press **V-MAIL** after step 1, you can alternately press it here to send the call to your co-worker's mailbox.
 - Announce the call and hang up.
 - Hang up to have the Transfer go through unannounced.
4. The transferred call will recall to you if it is not picked up.
 - If you don't answer the recall, the call will ring your co-workers.

SET UP A CONFERENCE (TELEPHONE MEETING)

To set up a telephone meeting:

1. Place or answer your first call.
2. Press **CONF**.
3. Place or answer your next call.
4. Press **CONF** again to set up the Conference.
 - Repeat steps 2 through 4 to add additional callers to your Conference.
 - You can add either Intercom or outside callers.
 - If you hear an error tone after trying to add another party, your Conference is full.
 - To place a Conference on Hold, press **HOLD**. To reinstate the Conference, press **CONF**.

FORWARD CALLS TO A CO-WORKER OR VOICE MAIL

To forward (reroute) your calls to a co-worker or voice mail:

1. While idle, push **Menu + Cfw**
2. For the **Call Forwarding Type**, push one of the following:
 - **Immed** for Call Forwarding Immediate.
 - **RNA** for Call Forwarding when Not Answered.
 - **B/NA** for Call Forwarding when Busy or Not Answered.
 - **More + Offp** for Call Forwarding Off Premises. See the *Telephone Feature Handbook* for more.
 - **More + AME** for Answering Machine Emulation. See the *IntraMail Feature Handbook* for more.
 - **More + Msg** for Selectable Display Messaging. See the *Telephone Feature Handbook* for more.
 - **More + None** to cancel Call Forwarding.
3. For the **Call Forwarding Destination**, do one of the following:
 - Dial a co-worker's extension number.
 - Dial **0** for the operator.
 - Press **V-MAIL** to forward your calls to your mailbox.
4. For the Call Forwarding Mode, do one of the following:
 - Push **All** to forward all calls.
 - Push **Line** to forward just outside calls.
 - Call Forwarding will only forward outside calls that directly ring your phone (such as calls transferred from a co-worker or from your Automated Attendant).

DIALING BY NAME (DIRECTORY DIALING)

To dial a co-worker or outside call by selecting from a group of names:

1. Push **Dir**.
2. Select a Directory Dialing type:
 - To call a co-worker, push **Ext**.
 - To call a Personal Speed Dial number, push **Pers**.
 - To call a System Speed Dial number, push **Cmpy**.
3. Press a **VOLUME** key to scroll through the list of names.
 - Before pressing **VOLUME**, you can narrow your search by dialing the first letter of the name + **1, 2, or 3**.
4. Push **Dial** to call the displayed name.
 - Press **SPEAKER** to exit anytime without dialing.

CHANGE YOUR RING TONES

To change the ring tones on your phone:

1. Push **Menu + More + Ring + Cnfg**.
2. Select the type of ringing you want to customize:
 - For Intercom ringing, push **Icm**.
 - For Hold and Transfer recall ringing, push **Rcl**.
 - For Ring Group ringing, push **Rgrp**.
 - For type A Feature Key Ringing, push **More + A**.
 - For type B Feature Key Ringing, push **More + B**.
 - For type C Feature Key Ringing, push **More + C**.
 - To set your phone's ringing back to the system default, push **More + More + Dflt**.
3. Dial the digit for the new ring tone (**0-9**).
 - You'll hear the new ring tone as you dial each digit.
4. Do one of the following:
 - Push **Save** to save your selection.
 - Push **Cncl** to exit without changing your ring tone.

CHANGE RING TONES FOR SPECIFIC FEATURE KEYS

To turn Feature Key ringing on and off:

(These steps apply to line keys, Call Coverage keys, and Group Call Pickup keys. See the *Telephone Feature Handbook* for more on setting up Feature Keys.)

1. Do one of the following:
 - For line keys, dial **#RAL (#725)**.
 - For Call Coverage keys, dial **#RAC (#722)**.
 - For Group Call Pickup keys, dial **#RAP (#727)**.
2. Make a note of the Feature Key lamps.
 - The lamps in the key type you selected will illuminate.
3. Press the line key to change to ringing. The flash rate indicates the ringing mode:
 - On green for Immediate Ring.
 - Slow flash green for Night Ringing (line keys only).
 - Fast flash green for Delayed Ringing.
 - On red for no ringing.
4. Press **SPEAKER** to exit.

To change the ringing sound for individual Feature Keys:

(These steps apply to line keys, Call Coverage keys, and Group Call Pickup keys. See the *Telephone Feature Handbook* for more on setting up Feature Keys.)

1. Push **Menu + More + Ring + Key**.
2. Do one of the following:
 - For line keys, push **Line**.
 - For Call Coverage keys, push **Cck**.
 - For Group Call Pickup keys, push **Pkup**.
3. Select a Feature Key.
4. Dial one of the following to select the ring sound:
 - For two mid-pitch rings (type A), dial **1**.
 - For two high-pitch rings (type B), dial **2**.
 - For two very high-pitch rings (type C), dial **3**.
5. Press **SPEAKER** to exit.

INSTALLING AND USING A HEADSET

To install an optional headset:

1. Plug the headset cord into the headset jack on the bottom of the telephone.
2. The headset cord routes through the upper channel on the right side of the telephone base.

To set up a headset Feature Key:

1. Dial **#KP (#57)**.
2. Press the Feature Key you want to assign + **HOLD**.
3. Press **INTERCOM**.
 - **INTERCOM** flashes (red).
4. Press a **VOLUME** key until you see **HEADSET**.
5. Press **HOLD + SPEAKER** twice to exit.



To turn the headset mode on and off:

1. Press your Headset Feature Key.
 - The headset key is on while in the headset mode; off while in the normal handset mode.
 - You can optionally dial **#HS** to turn the headset mode on and off.

To use your headset:

1. While in the headset mode, you can do the following:
 - Press a line key to place or answer an outside call.
 - Press **INTERCOM** to dial a co-worker on the Intercom.
 - While on a call, press **SPEAKER** to hang up.
2. Keeping the above three things in mind, process calls normally using the convenience of a headset.

USING A DSS CONSOLE



For more call handling power and flexibility, the DSS Console provides 60 additional Feature Keys as well as three Speed Processing Keys along the bottom. (For more on setting up Feature Keys, see the *Telephone Feature Handbook*.)

To use the Speed Processing Keys:

The ANSWER Key

1. Press **ANSWER** to answer any call ringing your phone.

The RELEASE Key

1. Press **RELEASE** to hang up (disconnect) your call.

The TRANSFER Key

1. Press **TRANSFER** to Transfer your call instead of using the key on your telephone.

SPECIAL FEATURES FOR ATTENDANTS

If you are an attendant (normally extension 300), you have the following unique features:

Attendant Call Queuing

If also enabled as an operator, the last Feature Key on your phone is an Operator Call Key. This means you are never busy for Intercom calls – they “stack up” under this key instead.

Barge In

You can break into a co-worker’s active call.

Direct Line Access and Forced Line Disconnect

Dial a code to directly access a specific outside line. You can optionally disconnect the call as well.

Line Queuing / Line Callback

Dial a code to wait for a busy outside line to become free.

Night Service / Night Ring

Put the system in the night mode (for after-hours answering). This requires a **System Night** Feature Key.

Removing Lines and Extensions from Service

Remove problem lines from service – and return them to service once corrected.

(See the *Telephone Feature Handbook* for more on these features.)

PROGRAMMING YOUR EXTENSION'S NAME

To program your extension's name:

1. Push Menu + More + More + Name.
2. Enter the name following the *Name Programming Chart* below + Press **HOLD**.
 - Also use this procedure to program Personal Speed Dial names and Display Messages.

Name Programming Chart									
Key	1 Press	2 Presses	3 Presses	4 Presses	5 Presses	6 Presses	7 Presses	8 Presses	9 Presses
1	&	-	/	'	1				
2	A	B	C	a	b	c	2		
3	D	E	F	d	e	f	3		
4	G	H	I	g	h	i	4		
5	J	K	L	j	k	l	5		
6	M	N	O	m	n	o	6		
7	P	Q	R	S	p	q	r	s	7
8	T	U	V	t	u	v	8		
9	W	X	Y	Z	w	x	y	z	9
0	Space	:	0						
*	*								
#	#								
HOLD	Save name.								
SPEAKER	Exit name programming.								
VOLUME	When editing your name, VOLUME up moves the cursor right. VOLUME down moves it left.								
CLEAR	Clears (erases) your name.								

ADDITIONAL USER PROGRAMMABLE FEATURES

To program a feature, dial # and the feature's code. For example, to enable incoming Paging, dial # + **V P Y**, then **SPEAKER** to hang up. Normally, Call Forwarding Clear All, System Speed Dial, and Time and Date are *only available to extension 300*. For more on the features, see the *Telephone Feature Handbook*.

User Programmable Features Chart

Feature	Mnemonic	Numeric	Operation
Call Forwarding Clear All	#CC	#22	#CC + Y to clear [cancel] forwarding or N to exit without clearing + SPEAKER to exit.
Hotline Key Assignment	#HL	#45	#HL + Press flashing Hotline key + Enter extension for new Hotline partner + HOLD + Program another Hotline key or SPEAKER to exit.
Off-Hook Signaling	#OHS	#647	#OHS + Select mode (1 = Outside line, 2 = Calls from Hotline partner, 3 = Intercom) + Select option (see below) + SPEAKER to exit. <i>Outside line:</i> 1 = Camp On tone, 2 = Off Hook Ringing, CLEAR = None. <i>Hotline partner:</i> 1 = Camp On, 2 = Voice Over, CLEAR = None. <i>Intercom:</i> 1 = Camp On, 2 = Voice Over, CLEAR = None.
Paging (Incoming)	#VP	#87	#VP + Y to enable or N to disable + SPEAKER to exit.
Prime Line Assignment	#PLA	#752	#PLA + Press one of your flashing programmable keys, INTERCOM , or CLEAR for none + SPEAKER to exit.
Feature Key Assignment	#KP	#57	#KP + Press key you want to program + HOLD + INTERCOM + Press VOLUME to select key option + HOLD + (Enter any additional data + HOLD - see the Telephone Feature Handbook) + SPEAKER twice to exit.
Ringing Line Preference	#RLP	#757	#RLP + Y to enable or N to disable + SPEAKER to exit.
Speed Dial	#SP	#77	#SP + Dial bin number or press bin key + HOLD + Dial outside line (e.g., 1), Line group (e.g., 90-98), or INTERCOM for Intercom feature + HOLD + Number to store + HOLD twice + Name + HOLD + SPEAKER to exit. (System bins are 201-299 . Personal bins are 701-720 .)
Time and Date	#TD	#83	#TD + Enter time in 24-hour clock using hours (2 digits), minutes (2 digits) and seconds (2 digits) + HOLD + Enter date using month (2 digits), day (2 digits) and year (4 digits) + HOLD + SPEAKER to exit.
Intercom Voice Announce (for Incoming Intercom Calls)	#VA	#82	#VA + V for voice announce or R for ring + SPEAKER to exit.

CALLING (LOGGING INTO) YOUR MAILBOX

Voice Mail lets callers leave recorded messages for you and lets you leave recorded messages for co-workers. Messages get stored in each person's mailbox. To listen to your messages or use other voice mail features, you call your mailbox and access the Main Menu. When you have new messages, your Ring/Message lamp flashes (red) and your **VM:xx** soft key shows the number of new messages.

The **Automated Attendant** can answer your company's calls with a recorded message and give dialing instructions for callers to follow.

To log into your mailbox from your own phone:

1. Do one of the following:
 - Press **V-MAIL**.
 - Push **VM:xx** (xx is the number of new messages in your mailbox).

To log into your mailbox from a co-worker's phone:

1. Press **INTERCOM** and dial **700**.
 - 700 is the voice mail "master number."
2. Dial **your own** extension number.
 - If you share a Group Mailbox with co-workers, pressing **V-MAIL** on your phone **or** their phone logs you into the same shared mailbox.

From outside, to log onto your mailbox after calling your company's Automated Attendant:

1. Dial # (for remote logon).
2. Dial **your own** extension number.

From outside, to log onto your mailbox if you have a direct line to your phone:

(This requires custom programming and your phone must be forwarded to voice mail.)

1. When voice mail picks up, wait for your greeting to start.
2. Dial # to stop the greeting.
3. Dial # and **your own** extension number.

From outside, to leave a message for a co-worker after calling your company's Automated Attendant:

1. Dial * (for quick message).
2. Dial **your co-worker's** extension number.

Review these basic features before using your mailbox for the first time.

To record a greeting for your mailbox:

(Callers hear your greeting before leaving you a message.)

1. Press **V-MAIL** or push **VM:xx**.
2. Push **Greet**.
 - If you want calls from your company's Automated Attendant to go directly to your mailbox (without first ringing your phone), dial the letter **O (6)** before the next step.
3. Push **Gr1**, **Gr2** or **Gr3** to select which of the three available greetings you want to be active.
4. Do one of the following:
 - Push **Lstn** to listen to your greeting (if recorded).
 - Push **Rec** to record a new greeting.
 - Push **Erase** to delete your greeting (and use the built-in prerecorded greeting).
 - Push **Exit** to exit without changing your greeting.

To record a name for your mailbox:

(Callers may hear your recorded name before leaving you a message.)

1. Press **V-MAIL** or push **VM:xx**.
2. Dial **RN (76)**.
3. Do one of the following:
 - Push **Lstn** to listen to your name (if recorded).
 - Push **Rec** to record a new name.
 - Push **Erase** to erase your name (and use your extension number instead).
 - Push **Exit** to exit without changing your name.

To enter a security code for your mailbox:

(A security code prevents unauthorized access to your mailbox.)

1. Press **V-MAIL** or push **VM:xx**.
2. Dial **OP (67)** and push **Sec.**
3. Do one of the following:
 - Enter a new security and push **OK**.
 - Push **Erase** to erase your security code.
 - Push **Exit** to exit without changing your security code.

MORE MAILBOX FEATURES

When you log onto your mailbox, you get your mailbox main menu of options. These additional features are available from your main menu.

To record and send a message to a co-worker:

1. Press **V-MAIL** or push **VM:xx**.
2. Push **Rec**.
3. Enter the *message recipient's* mailbox number.
4. Do one of the following:
 - To begin recording your message, push **Cont**.
 - To select a different message recipient, push **Mbox**.
5. Record your message and do one of the following:
 - Push **Done** to send your message.
 - Push **Pause** and **Resume** to pause and resume your recording.
 - Push **Cnc1** to cancel your recording without sending it.

To listen to your messages:

1. Press **V-MAIL** or push **VM:xx**.
2. Push **Lstrn.**
3. While listening to your message, you can do one of the following:
 - Dial **RE (73)** to record a reply for the message sender.
 - Dial **MF (63)** to forward the message to a co-worker.
 - Dial **MC (62)** to make a return call to the message sender.
 - Dial **TI (84)** to hear the time and date the message was sent.
 - Dial **SA (72)** to save the message in your mailbox.
 - Push **Erase** to erase the message.
 - Push **Next** to listen to the next message.
 - Dial **B (2)** to back the message up a few seconds, or **G (4)** to go ahead a few seconds.
 - Push **Rpt** to repeat the message from the beginning.
 - Dial ***** to pause and resume listening.
 - Push **Exit** to exit the message listen mode.
 - Listen to a specific message list (dial **1N** for new messages, **1S** for saved messages, or **1A** for all messages). This option is also available from your mailbox main menu.

MORE MAILBOX FEATURES

After listening to a message, to have voice mail announce the message sender, as well as the time and date the message was sent to you:

1. Press **V-MAIL** or push **VM:xx**.
2. Push **Time**.
3. Do one of the following:
 - Push **On** to turn Auto Time Stamp on.
 - Push **Off** to turn Auto Time Stamp off.
 - Push **Exit** to exit without changing the current setting.

To be notified (called) at your pager, cell phone, or home office when you have new messages:

1. Press **V-MAIL** or push **VM:xx**.
2. Dial **OP (67)** and push **Notif.**
3. Do one of the following:
 - Push **On** to turn notification on.
 - Push **Off** to turn notification off.
 - Push **Chnge** to change your notification settings.
 - Push **Exit** to exit without changing the current setting.

(The following steps apply if you have turned notification on for the first time or have pushed **Chnge**.)

4. Dial the notification start hour. The entry is 2 digits **(01-12)** + **A (2)** for AM or **P (7)** for PM.
5. Dial the notification stop hour. The entry is 2 digits **(01-12)** + **A (2)** for AM or **P (7)** for PM.
6. Select the notification type:
 - Push **Num** to have voice mail notify you at your cell phone or home office.
 - Push **Pager** to have voice mail notify you on your digital pager.
7. Dial your pager, cell phone, or home office number + Push **OK**
 - For help with the number you should dial, see your System Administrator.
8. When you have a new message, voice mail will do one of the following:
 - **For a pager**, call your pager and display digits that let you know you have a new message.
 - **For a cell phone or home office**, call the number and announce the message when you answer.

To play a recorded help message while you are handling your messages:

1. Dial **0**.
 - This option is not always available.

SYSTEM ADMINISTRATOR OPTIONS

The following administrative features are available only at the System Administrator's extension (normally 300). See the *IntraMail Feature Handbook* for more on each of the underlined features.

To use the System Administrator options:

1. At extension 300, press **V-MAIL** or push **VM:xx**.
 2. Dial **SA**.
 3. For the System Administrator recording and routing options, do one of the following:
 - To record an **Instruction Menu** message (Automated Attendant greeting), push **Instr** + Dial the mailbox for the greeting (**001 - 008**) + Push **Lstn** to listen, **Rec** to record, or **Erase** to erase.
 - To record an **Announcement Message**, push **Annc** + Dial the mailbox for the message (**009 - 016**) + Push **Lstn** to listen, **Rec** to record, or **Erase** to erase.
 - To activate **Answer Schedule Override** (alternate Automated Attendant answering), dial **0 (6)** + Dial the Answer Table Number (**1 - 8**) + Dial the Override Mailbox number (normally **001 - 008**) + Push **On** or **Off** (to turn the feature on or off) or **Mbox** (to change the override mailbox).
 - To record a **Message On Hold**, Dial **1** + Push **Lstn** to listen, **Rec** to record, or **Erase** to erase.
- OR**
3. For the System Administrator mailbox maintenance options, do one of the following:
 - Push **Subs** + Dial extension whose mailbox you want to maintain (e.g., **301**).
 - To **Erase All Messages** in the mailbox, push **Msgs**.
 - To erase the mailbox **Greeting**, push **Greet**.
 - To erase the **Mailbox Name**, push **Name**.
 - To record a new **Mailbox Name**, dial **N (6)** + Push **Lstn** to listen, **Rec** to record, or **Erase** to erase.
 - To use **Mailbox Security Code Delete** to delete the mailbox Security Code, dial **S (7)**.

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