

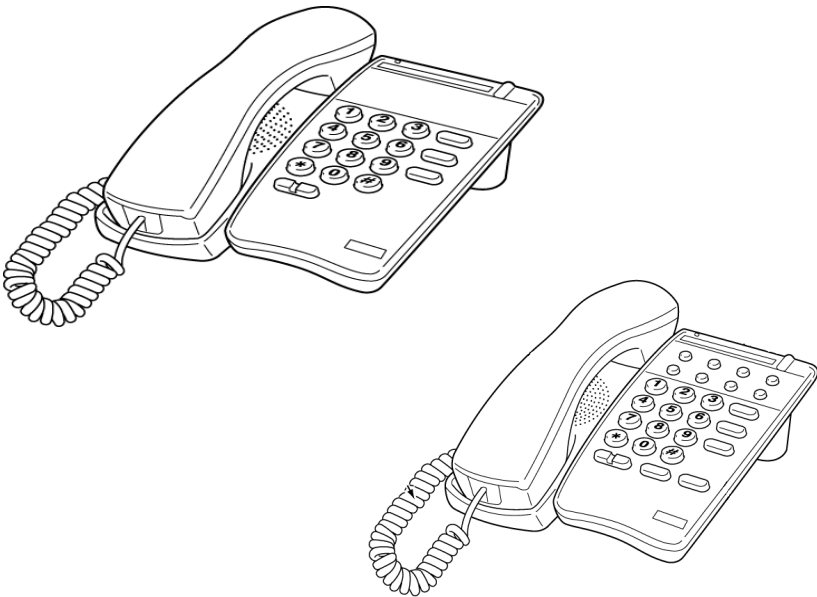
# NOTICE

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# NEC

## Electra **Elite** IPK II



## **InMail User Guide**

INT-2005 (IPK II)  
Document Revision 1A



# Table of Contents

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<b><i>Sending Calls to a Mailbox .....</i></b>	<b><i>1</i></b>
<b><i>To Forward your Phone to VoiceMail .....</i></b>	<b><i>1</i></b>
To forward ALL incoming calls to your mailbox .....	1
To forward incoming calls to your mailbox when your phone is busy .....	1
To forward incoming calls to your mailbox when you do not answer .....	1
To forward incoming calls to your mailbox when your phone is busy or you do not answer .....	1
<b><i>To Cancel Forwarding your Phone to VoiceMail .....</i></b>	<b><i>2</i></b>
To cancel forwarding ALL incoming calls to your mailbox .....	2
To cancel forwarding incoming calls to your mailbox when your phone is busy .....	2
To cancel forwarding incoming calls to your mailbox when you do not answer .....	2
To cancel forwarding incoming calls to your mailbox when your phone is busy or you do not answer .....	2
<b><i>An Additional Way to Call Your Mailbox (from Outside) .....</i></b>	<b><i>3</i></b>
To call your mailbox from outside .....	3
<b><i>Additional Ways to Record a Message .....</i></b>	<b><i>3</i></b>
Quick Message from outside .....	3
After you call an extension .....	3



## 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

**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. **Your Message Wait LED flashes (red) when you have a message.** **Automated Attendant** answers your company's calls with a recorded message and gives dialing instructions for callers to follow.

### [ Soft Key ]

**L** Listen to Messages [Ltn] **5**

→ While listening you can:

<b>RE</b>	Record REply [N/A]	<b>73</b>	<b>L</b>	Listen to Next Msg [Next]	<b>5</b>	<b>1S</b>	Select Saved Message List	<b>17</b>
<b>MF</b>	Have Msg Forwarded [N/A]	<b>63</b>	<b>B</b>	Backup a Few Secs	<b>2</b>	<b>1A</b>	Select All Message List	<b>12</b>
<b>MC</b>	Make Call to Sender [N/A]	<b>62</b>	<b>BB</b>	Backup to Beginning [Rpt]	<b>22</b>	<b>#</b>	Exit Listen Mode [Exit] - [Exit]	<b>#</b>
<b>TI</b>	Get Time, Date	<b>84</b>	<b>G</b>	Go Ahead a Few Secs	<b>4</b>		Select the Listen Mode See also 'Select Listen Mode' on the Main Menu	
<b>SA</b>	SAve Message	<b>72</b>	*	Pause/Resume Listening [N/A] [N/A]	*			
<b>E</b>	Erase Msg [Erase]	<b>3</b>	<b>1N</b>	Select New Message List	<b>16</b>			

**RS** Record & Send Message [Rec] **77**

→ Enter mailbox number then: While recording you can:

*	Enter mailbox number [MBOX]	*	*	Pause/Resume [Pause] [Resume]	*
#	Start Recording [Cnt]	#	<b>E</b>	Erase Recording [Cnc]	<b>3</b>
	Exit to Main Menu [Exit]		#	End Recording [Done]	#

**G** Mailbox Greeting [Greet] **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**  
*InMail* will play your mailbox name in the voice prompts instead of your mailbox number.

**OP** Mailbox OPtions **67**

→ The mailbox options are:

<b>TI</b>	Time and Date	<b>84</b>	<b>S</b>	Security Code [Sec]	<b>7</b>
<b>SA</b>	Sys Admin Options (For Admin Mailboxes only)	<b>72</b>	<b>N</b>	Message Notification [Notif]	<b>6</b>
<b>1N</b>	Select Listen Mode	<b>16</b>	<b>AT</b>	Auto Time Stamp [Time]	<b>28</b>
<b>1S</b>	Select New Message List	<b>17</b>	<b>#</b>	Plays the msg time, date and sender after the msg.	<b>#</b>
<b>1A</b>	Select Saved Message List	<b>12</b>		Exit Menu [Exit]	
<b>X</b>	Exit Mailbox	<b>9</b>			

### Calling Your Mailbox and Accessing the Main Menu

To call your mailbox from outside the company:

1. Dial company phone number \_\_\_\_\_.
2. Wait for Automated Attendant to answer.
3. Dial # and your mailbox number.
  - Optionally dial \* and 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:

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

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

1. 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.



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