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You can read the recommendations in the user guide, the technical guide or the installation guide for NEC ELITEMAIL FMS-VMS. You'll find the answers to all your questions on the NEC ELITEMAIL FMS-VMS in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

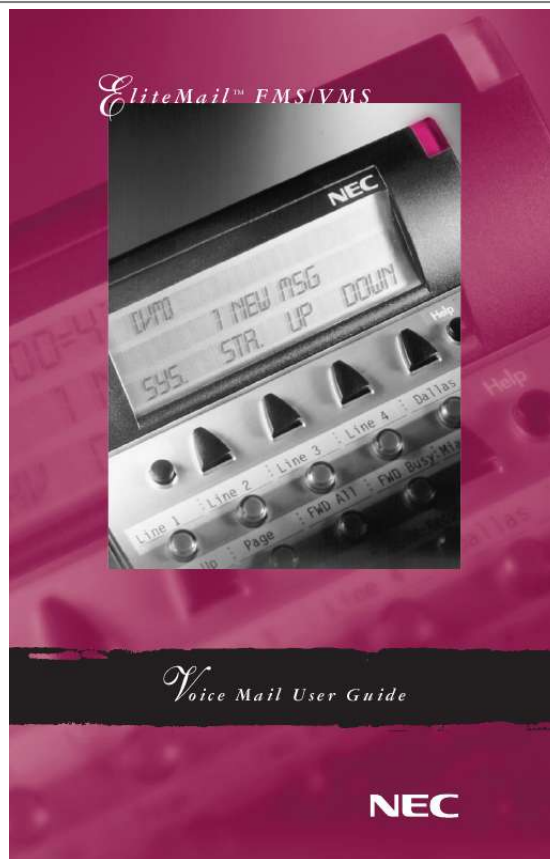
User manual NEC ELITEMAIL FMS-VMS

User guide NEC ELITEMAIL FMS-VMS

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Instruction manual NEC ELITEMAIL FMS-VMS



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Manual abstract:

I'm away from my phone now, but I check my mailbox regularly. Leave me a message, and I'll return your call as soon as possible. Thanks."

REMEMBER, DIAL 1 FOR YES, 2 FOR NO Softkey Functions: If you have a DTU-8D, DTU-16D, DTP-16HC or DTU-32D telephone set, you can use your telephone's LCD display and the corresponding soft keys to listen to messages, manage live record sessions, screen your calls and change your setup options. Respond to system questions by dialing 1 for yes or 2 for no. After you have logged in to the voice messaging system, you can use SOFTKEY New Old Lvmgs More Setup Quit SOFTKEY Arch Del Rew More Pause Ffwd Redir Reply Next Back SOFTKEY Arch Del Rew More Pause Ffwd Redir Next Back SOFTKEY Greet Pers Trf More Grps Deliv TO DO Check new messages. Check old messages. Leave a message for another subscriber. See additional options (if applicable). Access your setup options.

Exit soft key mode. TO DO Archive the message. Delete the message. Repeat the previous 4 seconds of the message. See additional options (if applicable). Pause message playback. Press again to resume playback. Advance the message 4 seconds and resume playing. Stop message playback and prompt to redirect the message to another subscriber. Stop message playback and reply to the sending subscriber.

Stop message playback and save message as a new message. Play the next message if one exists, or return to the Main Menu. Return to the Main Menu. TO DO Archive the message. Delete the message. Repeat the previous 4 seconds of the message. See additional options (if applicable). Pause message playback. Press again to resume playback. Advance the message 4 seconds and resume playing.

Stop message playback and prompt to redirect the message to another subscriber. Stop message playback and save message. Play the next message if one exists, or return to the Main Menu. Return to the Main Menu. TO DO Create or change personal greetings. Set or change personal options. Set or change transfer options. See additional options (if applicable). Create or change personal groups. Set or change message delivery options.

While listening to a new message, you can use While reviewing an old message, you can use When accessing your setup options, you can use LM Back Curr Switch Std Int Alt Code Spell Dir Rcname On/Off Chg# Scrn Hlding Create Edit List Del Work Home Pager Spare Ph# Schd Urg SOFTKEY Accept Reject SOFTKEY Pause End Rerec More Erase Urgpg SOFTKEY Start Cancel Off On Auto Man Set live monitor options. Return to the previous menu level. Create or change the current greeting. Switch from the standard greeting to the alternate greeting, or from the alternate greeting to the standard greeting. Change your standard greeting.

Change your internal greeting. Change your alternate greeting. Change your security code. Change the spelling of your name for the directory. Turn directory status on or off.

Change your recorded name. Turn call transfer or call delivery on or off. Change your transfer phone number. Turn call screening on or off. Turn call holding on or off. Create a message group. Change a message group. List message group. Delete a message group. Change message delivery to your work phone.

Change message delivery to your home phone. Change message delivery to your pager. Change message delivery to your spare phone. Change the phone number for message delivery. Change your message delivery schedule. Change urgent message delivery. TO DO Accept the incoming call. Transfer the call to your voice mail box. TO DO Pause recording. Press again to resume recording.

Stop recording and save the file. Stop the recording, delete the file and begin a new recording. See additional options (if applicable). Stop the recording and delete the file. Turn pager message delivery on or off.

TO DO Begin live monitoring. Stop live monitoring and continue to record the message. Disable live monitoring. Enable live monitoring. Set enabled live monitoring to automatic mode.

Set enabled live monitoring to manual mode. To screen your calls, you can use To record a conversation, you can use To manage a live monitoring session, you can use Ta b l e of Contents PA G E S 2 & 3 General Information PA G E S 4 & 5 Getting Started PA G E S 6 & 7 Call Forward Settings Calling Your Voice Mailbox PA G E S 8 & 9 Checking Messages Leaving Messages PA G E S 1 0 & 1 1 Reviewing Messages PA G E S 1 2 & 1 3 Changing Your Setup Options PA G E S 1 4 & 1 5 Changing Your Setup Options (Continued) PA G E S 1 6 & 1 7 Quick Transfer To Voice Mail Transferring A Call Directly To A Voice Mailbox Live Record PA G E 1 8 Live Monitoring Programming Live Record Function Keys CHARACTER ENTRY CODES AND QUICK REFERENCE

GUIDE Ge n e r a l Information INTRODUCTION Welcome to EliteMail™ FMS/VMS digital voice mail. This guide describes the system's features and details the steps you need to take to make EliteMail FMS/VMS a working partner in your day-to-day business. @@Typical system operation is presented here.

@@@When your extension is busy or you are not available to answer the call, EliteMail FMS/VMS can connect the caller to your voice mailbox automatically. VOICE MAIL ACCESS The EliteMail FMS/VMS system can be accessed 24 hours a day from any touchtone telephone in or out of your office.

Your System Manager has assigned a Personal ID number to you. You will need this number when calling the EliteMail FMS/VMS from any phone but your own. T H E C O N V E R S A T I O N The NEC EliteMail FMS/VMS system is based upon a conversation about your voice mailbox. @@@@As an alternative, you will be given the option to return to your mailbox, access Setup Options or exit voice mail and dial an extension, if desired, after accessing various EliteMail FMS/VMS operations.

Q U I C K T R A N S F E R F E A T U R E The NEC EliteMail FMS/VMS systems simplify message taking by allowing you to transfer a call directly to a user's voice mailbox where they will hear the personal greeting and be prompted to leave a message. L I V E R E C O R D F E A T U R E The Live Record feature is used to record a conversation in progress and then direct it to your own or another user's mailbox.



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LIVE MONITORING Live Monitoring allows you to hear a message through the speaker of your phone as the message is being left by an outside caller.

CALLER ID The Caller ID feature lets you hear the phone number of an external caller when you retrieve your messages. You can also view the name or phone number of callers on the LCD panel of a Dterm Series E phone. **3 Getting Started** When you call the EliteMail FMS/VMS system for the first time, you will be asked to personalize your mailbox. Doing this will open your mailbox and make it ready to use. **ENTERING YOUR MAILBOX** Ⓜ Lift handset. Ⓜ Dial EliteMail FMS/VMS. Ⓜ Dial your Personal ID, if necessary (typically 9 + your extension number).

Ⓜ Follow prompts to accomplish the following steps. Ⓜ Dial 1 for YES or 2 for NO to confirm each entry. **RECORD YOUR NAME** Ⓜ Record your first and last name. Ⓜ Dial * to end recording and review your name recording. Ⓜ Dial 1 to re-record, otherwise dial 2.

SPELL YOUR NAME Ⓜ If requested, spell the first 3 letters of your last name by dialing the corresponding numbers on your telephone dialpad. **CHOOSE YOUR DIRECTORY LISTING STATUS** Ⓜ Dial 1 for YES or 2 for NO to choose whether or not you wish to be listed in the EliteMail FMS/VMS directory. It is recommended that you choose to be listed, as the directory lets outside callers reach you by your last name if they do not know your extension number. **RECORD YOUR OUTSIDE AND INTERNAL GREETINGS** Ⓜ Dial 1 for YES if you want to record different greetings for outside and internal callers, otherwise dial 2. Ⓜ At the prompt, record an appropriate greeting to callers who reach your mailbox.

Use the handset to record your name and a brief, descriptive message. Ⓜ Dial * to end recording and review your greeting. Ⓜ Dial * to complete code entry. Ⓜ Re-enter your security code, as prompted, for confirmation. Ⓜ Change them as often as necessary. Ⓜ Personalize your greeting. Ⓜ See "Changing Your Setup Options" to record an alternate outside greeting to use on special occasions, for example, when you will be out of the office. Remember, at the tone you may record a reply, otherwise dial 2. Ⓜ The day and time recorded is announced at the end of each message.

While listening to a message, you can: Ⓜ Dial * to skip the message and save it as "new". Ⓜ Dial # to repeat the entire message. Ⓜ Dial 1 to advance to the end of the message. Ⓜ Dial 2 to redirect and/or archive (save) the message. Ⓜ Dial 5 to change playback volume. Ⓜ Dial 7 to repeat the previous 3 seconds of the message. Ⓜ Dial 8 to pause message playback. (Dial 8 again to resume message playback.) Ⓜ Dial 9 to advance 3 seconds within transfer or Delivery Options. **CALL TRANSFER SETTING** Ⓜ Dial 1 to change your Call Transfer setting, otherwise dial 2 to advance to Message Delivery Options.

Ⓜ Dial 1 to turn Call Transfer on and leave it on, otherwise dial 2 to advance to Message Delivery Options. Ⓜ Listen to the phone number your calls are currently being transferred to. Ⓜ Dial 1 and enter a new phone number (up to 9 digits), otherwise dial 2 to leave the current setting. **NOTE 1:** If Call Transfer to your work phone is OFF, calls are sent directly to your voice mailbox. When Call Transfer to your work phone is ON, calls are first directed to your extension.

Electra Elite Call Forward settings will then apply. **NOTE 2:** For Call Screening and Call Hold features to operate, Call Transfer must be turned on and these features must be assigned by the System Manager. **CALL SCREENING** Ⓜ Dial 1 to turn on Call Screening, or dial 2 to turn it off. **NOTE:** When you answer your phone and Call Screening is turned on, you will hear a beep and announcement "Call from (caller's name)." Ⓜ Dial 1 to take the call or 2 to transfer the caller to your mailbox.

CALL HOLD Ⓜ Dial 1 to turn on Call Hold or dial 2 to turn it off. **NOTE:** If Call Hold is turned on and your line is busy, a caller is prompted to hold or leave a message. The system will tell the caller how many calls are already holding. **14 MESSAGE DELIVERY OPTIONS** Ⓜ Dial 1 for YES or 2 for NO to set Message Delivery to your work phone, home phone, pager or spare phone. Ⓜ Enter and confirm the telephone number. Ⓜ Enter and confirm the Message Delivery Schedule (time and days). Work Phone ____ From ____ To ____ Home Phone ____ From ____ To ____ Pager ____ From ____ To ____ Spare Phone ____ From ____ To ____ **NOTE 1:** Message Delivery schedules may overlap. **NOTE 2:** It is not necessary to dial a trunk access code (i.e. 9) when entering an outside telephone number.

NOTE 3: When a pager number is programmed, the Live Record Urgent Page feature will override your Pager Message Delivery Schedule and turn delivery to your pager on or off. On: U M T W H F S On: U M T W H F S On: U M T W H F S On: U M T W H F S "Would you like to change your Personal Options?" Ⓜ Dial 1 for YES to set your Security Code. Ⓜ Dial a new Security Code of 3 to 10 digits. Ⓜ Dial * to complete code entry. Ⓜ Re-enter your security code, as prompted, for confirmation. Ⓜ Dial * to complete code entry. Ⓜ Dial 1 for YES to change your Name. Ⓜ With an outside call in progress: Ⓜ Press Transfer. Ⓜ Dial station number or press programmed DSS. Ⓜ Determine called party is unavailable.

Ⓜ Dial 7 to transfer call to the called party's mailbox. Ⓜ Replace handset immediately. With a recall in progress: Ⓜ Press Line key. Ⓜ Press Feature and dial 86. Ⓜ With an outside call in progress: Ⓜ Press Transfer.

Ⓜ Dial EliteMail FMS/VMS, wait for answer. Ⓜ Dial 2. Ⓜ A tone burst may be provided and the Record key will light red to indicate that recording is in progress. Display telephones will indicate recording functions. Ⓜ Dial the mailbox number to which the recording should be addressed.

Ⓜ Replace handset to terminate the call. The recording will be sent to the appropriate mailbox. **NOTE 1:** The mailbox number may be dialed at any time during the conversation before the recording party releases the call. If a mailbox number is not entered, the recording will be sent to your mailbox. **NOTE 2:** If Automatic Recording is assigned, the recording begins immediately upon answering an outside call. **NOTE 3:** If a mailbox number has not been entered, and if Automatic Callback is assigned, EliteMail FMS/VMS will call you back to ask you if you want to delete the call, address it, add an introduction or send it. **NOTE 4:** To send a Live Recording to multiple mailboxes, first send the recording to your own mailbox and then redirect it accordingly. **LIVE RECORD OPTIONS** The following Live Record function keys may be programmed: **PRESS** Pause Re-Record Erase To stop recording. Press Pause again to resume recording. To erase the Live Recording and automatically begin re-recording.



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Enter a new mailbox number. To erase the Live Recording without interrupting your conversation. Press Record and dial a mailbox number to begin recording again. To terminate the recording and continue the conversation. @@Toggles Message Delivery on/off. @@17 Live Monitoring Live monitoring allows you to hear a message through the speaker of your phone as the message is being left by an outside caller. Only one call is monitored at a time, and live monitoring is available only when your phone is idle. @@® Dial station password. (Same as station lockout (password) code). @@@@® Press Redial.

Live Record Function Keys ONE TOUCH KEYS® Press Feature.® Press Redial.® Press One Touch key to be programmed.® Dial 2.® Dial Function Code (see next page).

® Press Feature. F E A T U R E A C C E S S K E Y S® Press Feature Access key to be programmed.® Dial 2.® Dial Function Code (see next page).® Press Feature.

NOTE: Refer to the Electra Elite Multiline Telephone User Guide for additional information on programming Feature Access keys and One Touch keys. 18 MAIN MENU Check New Messages Leave Messages Review Old Messages Change Setup Options 4 5 6 7 GREETINGS Hear Current Greeting Switch Greetings Edit Standard Greeting Edit Alternate Greeting 4 5 6 7 EDIT GROUPS Add Members Delete Members List Members Change Group Name 4 5 6 7 CHANGE TRANSFER SETUP OPTIONS Greetings Groups Transfer & Delivery Personal Options 4 5 6 7 GROUPS Create a Group Edit Your Groups List Your Groups Delete a Group 4 5 6 7 Change Phone Numbers 4 Call Screening On/Off 5 Call Holding On/Off 6 CHANGE OPTIONS Yes No 1 2 MESSAGE DELIVERY TRANSFER & DELIVERY Change Call Transfer Message Delivery 4 5 Work Phone On/Off Home Phone On/Off Pager Phone On/Off Spare Phone On/Off 4 5 6 7 PERSONAL OPTIONS Change Security Code Re-Record Name Re-Spell Name Directory Listing On/Off 4 5 6 7 CHANGE DELIVERY Change Phone Number Change Schedule Urgent Only On/Off 4 5 6 3 = Current Menu * = Return to Main Menu # = Step Back to Previous Menu MAIN MENU Check New Messages Leave Messages 4 5 6 Turn call transfer on 7641 Change phone number for call transfer 76414 Turn call screening options on/off 76415 Turn call holding on/off 76416 Add a message group Edit a message group List your message groups Change your recorded name 754 755 756 775 F U N C T I O N C O D E S 00 01 02 03 04 05 06 07 Record Pause Re-Record Erase End Urgent Page Address Live Monitor Review Old Messages Change Setup Options 7 KEYPAD SHORTCUTS Switch personal greetings Change your security code Change call transfer options Turn call transfer off 745 774 764 7642 ©2000 NEC America, Inc. The material contained herein is subject to change without prior notice at the sole discretion of NEC America, Inc. Issue #2 11/00 For more information contact: NEC America, Inc. CPE Group 1555 Walnut Hill Lane Irving Texas 75038-3796 1 800 TEAM NEC 750178-0 FPO BAR CODE .



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