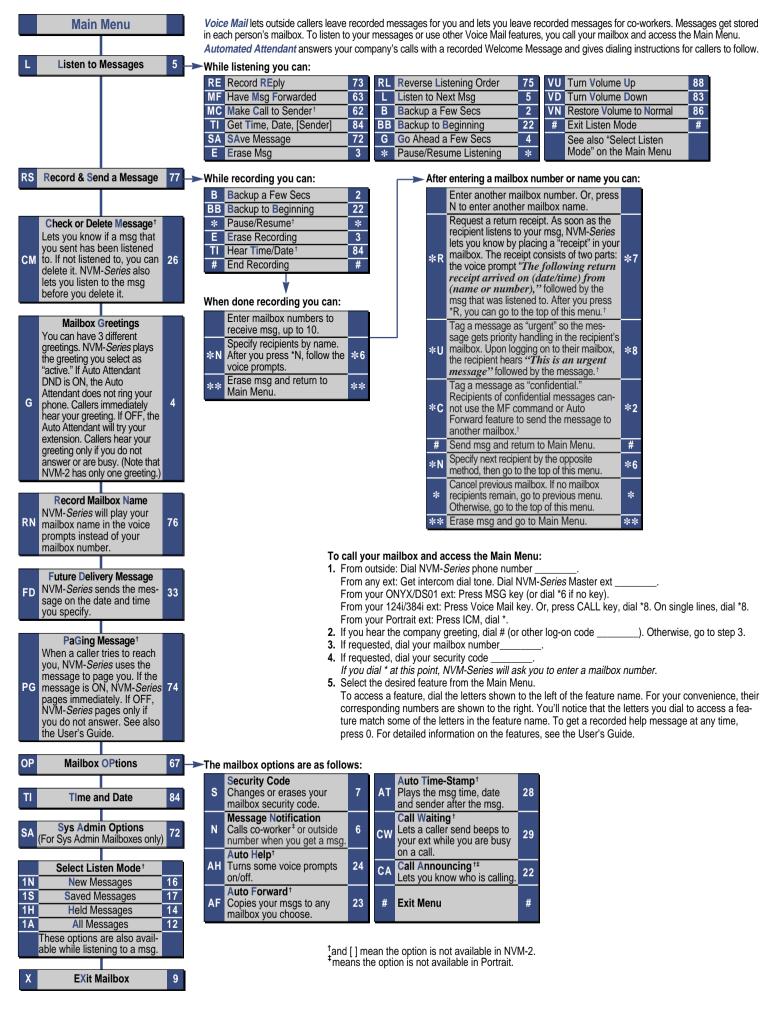
NITSUKO AMERICA

NVM-Series

Voice Mail and Automated Attendant
Quick Reference Guide

PRRA



Sending Calls to a Mailbox			
To forward your incoming calls to your mailbox	For ONYX/DS01: Get Intercom dial tone ● Press # ● Dial NVM-Series master ext. ● Press 1 to forward up for busy and unanswered calls or 3 for all calls ● Hang up For 124i/384i Keysets: Press idle CALL key ● Press Call Forwarding key or dial *2 ● Dial Call Forwarding no-answer; 4 to forward all calls) ● Press Voice Mail key or dial NVM-Series master ext. ● Select type of call 2 for all calls, 3 for outside calls or 4 for Intercom calls) ● Hang up For Portrait: Press SPK ● Press TRFR ● Dial Voice Mail ext ● Dial Call Forwarding type (0 for all calls, 1 fanswer, 3 for busy/no answer) ● Press SPK	Type (2 on busy; 6 on Is to be forwarded (dial	
To cancel forwarding	For ONYX/DS01: Get Intercom dial tone ● Press # ● Hang up For 124i/384i Keysets: Press idle CALL key ● Dial *20 For Portrait: Press SPK ● Press TRFR twice ● Press SPK		
To transfer your outside call to a mailbox	For ONYX/DS01: Press TRF (if none, press Intercom key) ● Press MSG key ● Dial mailbox ● Hang up For 124i/384i Keysets: Press HOLD ● Press Voice Mail key ● Call extension ● Hang up For Portrait: Press ICM ● Dial ext. ● Press 3 ● Press TRFR ● Hang up	i/384i Keysets: Press HOLD ● Press Voice Mail key ● Call extension ● Hang up	
To record your phone conversation	For ONYX/DS01/124i/384i/Portrait: Press RECORD key to start/stop (conversation goes into your mailbox)		
Additional Ways to Call the Auto A	Attendant or Your Mailbox		
To call Auto Attendant or mailbox	For ONYX/DS01/124i/384i: Forward calls to your mailbox (see above) ● Call your line ● Wait for greeting ● Dial ★ before beep for Auto Attendant or # before beep for mailbox		
Additional Ways to Record a Mess	age		
Quick Message from outside	Dial Auto Attendant number ● Wait for greeting ● Press ※ ● Dial ext. ● Leave message ● Hang up		
After you make an Intercom call to busy/no-answer/DND extension	For ONYX/DS01: Press Message key (or dial 6 if no key) ● Leave message after tone ● Hang up For 124i/384i: Press Voice Mail key (or dial 8 if no key) For Portrait: Dial 3		
Part No. 17600QRC04 Issue 1-0	4 Forest Parkway, Shelton, CT 06484 TEL: 203-926-5400 FAX: 203-929-0535	January 1998 Printed in U.S.A. (183)	

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