## To call your mailbox

1. **From an extension:** Dial NVM-Series extension or press NVM-Series key.
   **From outside:** Dial NVM-Series phone number.
2. If calling from outside, wait for company greeting, dial #. If calling from inside, skip to step 3.
3. Dial your mailbox number, then Security Code (if required).
4. Select a feature from the MAIN Menu by dialing the bold letters in the feature name. (The corresponding numbers are shown in blocks.) For help, dial zero.

† and [ ] mean the option is not available in NVM-2.
‡ means the option is not available in Portrait.

## MAIN Menu

| **L** 5 | **L**isten to Messages |
|---|---|

**While listening you can:**

| Record a **RE**ply | 7 3 |
|---|---|
| Have a **M**essage Forwarded† | 6 3 |
| **M**ake **C**all to Sender† | 6 2 |
| Exit Listen Mode | # |
| Hear Msg **TI**me, Date, [Sender] | 8 4 |
| **SA**ve Message | 7 2 |
| **E**rase Message | 3 |
| Reverse **L**istening Order | 7 5 |
| Listen to **N**ext Message | 5 |
| **B**ackup a Few Seconds | 2 2 |
| **G**o Ahead a Few Seconds | 2 |
| Pause/Resume Listening | |
| Turn Volume **U**p | 8 8 |
| Turn Volume **D**own | 8 3 |
| Restore **V**olume to **N**ormal | 8 6 |

| **RS** 7 7 | **R**ecord and **S**end a Message |
|---|---|

**While recording you can:**

| **B**ackup a Few Seconds | 2 |
| Backup to **B**eginning | 2 2 |
| Pause/Resume Recording† | |
| **E**rase Recording | 3 |
| Hear **T**ime/Date of Recording† | 8 4 |
| End Recording | # |

**After you enter a recipient's mailbox number, you can:**

| Tag message **'U**rgent'‡ | [ ] 8 |
| Tag message **'C**onfidential'‡ | [ ] 7 |
| Request a **'R**eturn Receipt'‡ | [ ] 2 |

| **CM** 2 6 | **C**heck or Delete a **M**essage You Sent† |
|---|---|

Lets you know if your message has been listened to. If your message has not been listened to, you can delete it.

| **G** 4 | Record Mailbox **G**reeting |
|---|---|

You can have 3 different greetings. NVM-Series plays the greeting you select as "active." If Auto Attendant Do Not Disturb is ON, the Auto Attendant does not ring your phone. Callers immediately hear your greeting. If OFF, the Auto Attendant will try your extension. Callers hear your greeting only if you do not answer or are busy on a call. (Note that NVM-2 has only 1 greeting.)

| **RN** 7 6 | **R**ecord Mailbox **N**ame |
|---|---|

NVM-Series will play your mailbox name in the voice prompts instead of your mailbox number.

Wallet Card

# NVM-*Series*

## NITSUKO AMERICA

**FD** 33 — Record & Send a **F**uture Delivery Message

NVM-*Series* sends the message on the date and time you specify.

**PG** 74 — Mailbox **P**a**G**ing Message[†]

When a caller tries to reach you, NVM-*Series* uses the message to page you. If the message is ON, NVM-*Series* pages immediately. If it is OFF, NVM-*Series* pages only if you do not answer. (See also the User's Guide.)

**OP** 67 — Mailbox **O**P**t**ions

| | |
|---|---|
| **S**ecurity Code | 7 |
|   Changes or erases your mailbox security code. | |
| Message **N**otification | 6 |
|   Calls a co-worker[2], telephone or pager number when you get a message. | |
| Auto **H**elp[†] | 24 |
|   Turns some voice prompts on/off. | |
| Auto **F**orward[‡] | 23 |
|   Automatically copies your messages to any mailbox you choose. | |
| Auto **T**ime-Stamp[§] | 28 |
|   Automatically plays the message time, date and sender after the message. | |
| Call **W**aiting[‡] | 29 |
|   Lets a caller send beeps to your extension while you are busy on a call. | |
| Call **A**nnouncing[‡‡] | 22 |
|   Lets you know who is calling. | |

**TI** 84 — Hear **TI**me and Date

Select Listen Mode[†]

| | | |
|---|---|---|
| **1N** | 16 | **N**ew Messages |
| **1S** | 17 | **S**aved Messages |
| **1H** | 14 | **H**eld Messages |
| **1A** | 12 | **A**ll Messages |

These options are also available while listening to a message.

**X** 9 — E**X**it Mailbox