

# 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.

<sup>†</sup> and [ ] mean the option is not available in NVM-2.

<sup>‡</sup> means the option is not available in Portrait.

## MAIN Menu



While listening you can:

- |                                  |        |
|----------------------------------|--------|
| Record a REply                   | [7][3] |
| Have a Message Forwarded         | [6][3] |
| Make Call to Sender <sup>†</sup> | [6][2] |
| Exit Listen Mode                 | #      |
| Hear Msg Time, Date, [Sender]    | [8][4] |
| SAve Message                     | [7][2] |
| Erase Message                    | [3]    |
| Reverse Listening Order          | [7][5] |
| Listen to Next Message           | [5]    |
| Backup a Few Seconds             | [2]    |
| Backup to the Beginning          | [2][2] |
| Go Ahead a Few Seconds           | [4]    |
| Pause/Resume Listening           | [ ]    |
| Turn Volume Up                   | [8][8] |
| Turn Volume Down                 | [8][3] |
| Restore Volume to Normal         | [8][6] |

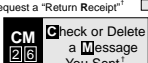


While recording you can:

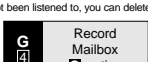
- |  |        |
|--|--------|
| Backup a Few Seconds                     | [2]    |
| Backup to Beginning                      | [2][2] |
| Pause/Resume Recording <sup>†</sup>      | [ ]    |
| Erase Recording                          | [3]    |
| Hear Time/Date of Recording <sup>†</sup> | [8][4] |
| End Recording                            | #      |

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

- |   |         |
|---|---------|
| Tag message "Urgent" <sup>†</sup>       | [ ] [8] |
| Tag message "Confidential" <sup>†</sup> | [ ] [2] |
| Request a "Return Receipt" <sup>†</sup> | [ ] [7] |



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



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.)



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



# Wallet Card

## NVM-Series

### NITSUKO AMERICA

**FD**  
3 3 Record & Send a  
**F**uture **D**elivery  
Message

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

**PG**  
7 4 Mailbox  
**P**a**G**ing  
Message<sup>†</sup>

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**  
6 7 Mailbox  
**O****P**tions

- Security Code** 7  
Changes or erases your mailbox security code.
- Message Notification** 6  
Calls a co-worker<sup>‡</sup>, telephone or pager number when you get a message.
- Auto Help<sup>†</sup>** 2 4  
Turns some voice prompts on/off.
- Auto Forward<sup>†</sup>** 2 3  
Automatically copies your messages to any mailbox you choose.
- Auto Time-Stamp<sup>†</sup>** 2 8  
Automatically plays the message time, date and sender after the message.
- Call Waiting<sup>†</sup>** 2 9  
Lets a caller send beeps to your extension while you are busy on a call.
- Call Announcing<sup>††</sup>** 2 2  
Lets you know who is calling.

**TI**  
8 4 Hear **T****I**me  
and  
Date

Select Listen  
Mode<sup>†</sup>

**1N**  
1 6 **N**ew  
Messages

**1S**  
1 7 **S**aved  
Messages

**1H**  
1 4 **H**eld  
Messages

**1A**  
1 2 **A**ll  
Messages

These options are also available while listening to a message.

**X**  
9 **E****X**it  
Mailbox