

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-2e.

‡ means the option is not available in Portrait.

MAIN Menu

L 5	L isten to M M essages
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While listening you can:

Record a R Eply	7 3
Have a M essage F orwarded	6 3
M ake C all to Sender†	6 2
Exit Listen Mode	#
Hear Msg T ime, Date, [Sender]	8 4
S Ave Message	7 2
E rase Message	3
R everse L istening Order	7 5
L isten to Next Message	5
B ackup a Few Seconds	2
B ackup to the B eginning	2 2
G o Ahead a Few Seconds	4
P ause/ R esume Listening	*
Turn V olume U p	8 8
Turn V olume D own	8 3
Restore V olume to N ormal	8 6

RS 7 7	R ecord and S end a M M essage
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While recording you can:

B ackup a Few Seconds	2
B ackup to B eginning	2 2
P ause/ R esume Recording†	*
E rase Recording	3
Hear T ime/Date of Recording†	8 4
E nd Recording	#

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

Tag message " U rgent"†	* 8
Tag message " C onfidential"†	* 2
Request a "Return R eceipt"†	* 7

CM 2 6	C heck or Delete a M essage You Sent†
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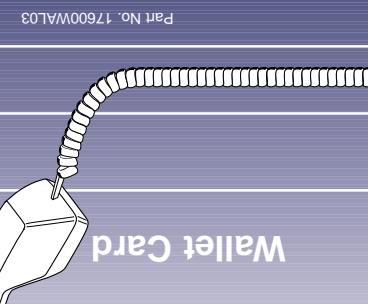
Lets you know if your message has been listened to. If your message has not been listened to, you can delete it.

G 4	R ecord Mailbox G reeting
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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-2e has only 1 greeting.)

RN 7 6	R ecord Mailbox N ame
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NVM-Series will play your mailbox name in the voice prompts instead of your mailbox number.



Wallet Card

NVM-Series



FD 3 3	Record & Send a Future Delivery Message
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NVM-Series sends the message on the date and time you specify.

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

TI 8 4	Hear Time and Date
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Select Listen Mode[†]	
1N 1 6	New Messages
1S 1 7	Saved Messages
1H 1 4	Held Messages
1A 1 2	All Messages

These options are also available while listening to a message.

X 9	Exit Mailbox
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