EliteMail™ FMS/VMS

Voice Mail User Guide

NEC

EliteMail FMS/VMS Info

Name _____

Extension Number_____

Personal ID_____

To reach EliteMail FMS/VMS:

From Inside, dial_____

From Outside, dial_____

System Manager_____

Extension Number_____

To simplify recording, write down your Greeting here:

SampleÒHi, this is_____. IÕm away from my phone now, but I check mailbox regularly. Leave me a message, and IÕll return your call as possible. Thanks.Ó

_____

_____

_____

_____

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_____

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 telephoneÕs LCD display and the corresponding soft keys to listen to messages, manage liv record sessions, screen your calls and change your setup options. Respond to system quest dialing 1 for yes or 2 for no.

After you have logged in to the voice messaging system, you can use

SOFTKEY	TO DO
New	Check new messages.
Old	Check old messages.
Lvmsg	Leave a message for another subscriber.
More	See additional options (if applicable).
Setup	Access your setup options.
Quit	Exit soft key mode.

While listening to a new message, you can use

SOFTKEY	TO DO
Arch	Archive the message.
Del	Delete the message.
Rew	Repeat the previous 4 seconds of the message.
More	See additional options (if applicable).
Pause	Pause message playback. Press again to resume playback.
Ffwd	Advance the message 4 seconds and resume playing.
Redir	Stop message playback and prompt to redirect the message to another subscriber.
Reply	Stop message playback and reply to the sending subscriber.
Next	Stop message playback and save message as a new message. Play the next message if one exists, or return to the Main Menu.
Back	Return to the Main Menu.

While reviewing an old message, you can use

SOFTKEY	TO DO
Arch	Archive the message.
Del	Delete the message.
Rew	Repeat the previous 4 seconds of the message.
More	See additional options (if applicable).
Pause	Pause message playback. Press again to resume playback.
Ffwd	Advance the message 4 seconds and resume playing.
Redir	Stop message playback and prompt to redirect the message to another subscriber.
Next	Stop message playback and save message. Play the next message if one exists, or return to the Main Menu.
Back	Return to the Main Menu.

When accessing your setup options, you can use

SOFTKEY	TO DO
Greet	Create or change personal greetings.
Pers	Set or change personal options.
Trf	Set or change transfer options.
More	See additional options (if applicable).
Grps	Create or change personal groups.
Deliv	Set or change message delivery options.

LM	Set live monitor options.
Back	Return to the previous menu level.
Curr	Create or change the current greeting.
Switch	Switch from the standard greeting to the alternate greeting, or from the alternate greeting to the standard greeting.
Std	Change your standard greeting.
Int	Change your internal greeting.
Alt	Change your alternate greeting.
Code	Change your security code.
Spell	Change the spelling of your name for the directory.
Dir	Turn directory status on or off.
Rcname	Change your recorded name.
On/Off	Turn call transfer or call delivery on or off.
Chg#	Change your transfer phone number.
Scrn	Turn call screening on or off.
Hlding	Turn call holding on or off.
Create	Create a message group.
Edit	Change a message group.
List	List message group.
Del	Delete a message group.
Work	Change message delivery to your work phone.
Home	Change message delivery to your home phone.
Pager	Change message delivery to your pager.
Spare	Change message delivery to your spare phone.
Ph#	Change the phone number for message delivery.
Schd	Change your message delivery schedule.
Urg	Change urgent message delivery.

To screen your calls, you can use

SOFTKEY	TO DO
Accept	Accept the incoming call.
Reject	Transfer the call to your voice mail box.

To record a conversation, you can use

SOFTKEY	TO DO
Pause	Pause recording. Press again to resume recording.
End	Stop recording and save the file.
Rerec	Stop the recording, delete the file and begin a new recording.
More	See additional options (if applicable).
Erase	Stop the recording and delete the file.
Urgpg	Turn pager message delivery on or off.

To manage a live monitoring session, you can use

SOFTKEY	TO DO
Start	Begin live monitoring.
Cancel	Stop live monitoring and continue to record the message.
Off	Disable live monitoring.
On	Enable live monitoring.
Auto	Set enabled live monitoring to automatic mode.
Man	Set enabled live monitoring to manual mode.

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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. Throughout this guide, you will find numerous tips and shortcuts designed to help you get the most from EliteMail FMS/VMS.

Typical system operation is presented here. Be sure to consult with your EliteMail FMS/VMS System Manager for any special features or functions that may apply to your particular application.

Automated Attendant

The Automated Attendant serves as a receptionist, answering and routing incoming calls automatically. Callers hear an opening greeting for your company that gives them instructions and options. If a caller does not know the extension number, the Automatic Directory can route the call by the person's name. 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.

The Conversation

The NEC EliteMail FMS/VMS system is based upon a conversation about your voice mailbox. Each time you enter your mailbox, you will be asked a series of questions relating to these topics:

- Checking messages
- Leaving messages
- Reviewing/redirecting messages
- Changing setup options

Answer questions with a simple reply by dialing 1 for YES or 2 for NO. In addition, by dialing Quick Key numbers, you may advance directly to a specific topic.

Setup Options

Once your mailbox has been opened, you may change various options, such as your Greetings, Message Groups, Transfer and Message Delivery Options and Personal Options.

Voice Mail Message Indication

Whenever there are new messages in your mailbox, an indication will be provided at your telephone:

Multiline Display Telephone:	Display = VM and number of new messages
Multiline Telephone:	Large LED = Slow flashing red
Single Line Telephone:	MW Lamp = Steady red

You may also instruct EliteMail FMS/VMS to call you at your home or pager.

Advance Dialing

At any time, you can “dial ahead” by entering a series of responses, even before hearing the entire question, to advance directly to the desired section of your voice mailbox quickly.

Disconnecting From Voice Mail

When you have completed your voice mail session, dial * * * to immediately disconnect the EliteMail FMS/VMS system or simply hang up. 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.

Quick Transfer Feature

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.

Live Record Feature

The Live Record feature is used to record a conversation in progress and then direct it to your own or another user’s mailbox.

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.

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 1 to re-record, otherwise dial 2.

Set Your Security Code

- Dial 1 for YES if you wish to enter a Security Code to safeguard your mailbox from unauthorized access, otherwise dial 2.
- Enter a Security Code of 3 to 10 digits via your telephone dialpad.
- Dial * to complete code entry.
- Re-enter your security code, as prompted, for confirmation.
- Dial * to complete code entry.

Opening Your Mailbox

- Dial 1 to confirm your personalized settings and open your mailbox for use, otherwise dial 2.

NOTE: Your personalized settings can be changed at any time through Setup Options.

Setup Tips

- **Keep your greetings current.** Change them as often as necessary. If your greetings are accurate, callers are more likely to leave a message.
- **Personalize your greeting.** Record your own greeting, include your first and last name and, if appropriate, your department. Callers hearing your voice feel more confident that you will receive their message.
- **You can have different greetings for outside callers and internal callers.** 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, EliteMail FMS/VMS tells you the day and time each message was left.** There's no need to ask callers to include this information in their message.
- **Encourage effective messaging.** Ask callers to leave relevant information so that your return call will be productive. When applicable, your greeting should include an alternate extension that may be dialed by someone needing immediate assistance.
- **Record a clear and audible greeting.** Initially, it may be helpful to write down your greeting. When recording, remember to speak in a normal voice directly into the handset.
- **Your security code protects your privacy.** Pick a security code that is easy for you to remember and hard for a stranger to guess. Shorter security codes are easier to enter, longer codes offer more protection. You can change or delete your security code from any touchtone telephone. If you forget your security code, ask your System Manager to delete your code and then immediately enter a new one.

Call Forward Busy/No Answer (CF B/NA)

The most frequent method of utilizing voice mail is to have calls forwarded to your mailbox when you are busy on another call or are away from your phone. To forward your telephone:

SET

- Lift handset; hear ICM dial tone.
- Dial the Call Forward Busy/No Answer set code 43.
- Dial EliteMail FMS/VMS.
- Replace handset.

CANCEL

- Lift handset; hear ICM dial tone.
- Dial the Call Forward Busy/No. Answer cancel code 44.
- Replace handset.

NOTE: A *CF B/NA* key may be assigned in system programming to set/cancel this feature. A lit LED may indicate that CF B/NA is set. When setting Call Forward Busy/No Answer, a destination station must be entered.

Call Forward All Calls (CFA)

When you plan on being away from your phone for an extended period of time, you can have all of your calls routed directly to your mailbox. To forward your telephone:

SET

- Press Feature (Do not lift handset).
- Dial the Call Forward All set code 60.
- Dial EliteMail FMS/VMS.
- Press Feature.

CANCEL

- Press Feature (Do not lift handset).
- Dial the Call Forward All cancel code 69.
- Press Feature.

NOTE: A *CFA/DND* key may be assigned in system programming to set/cancel this feature. A lit LED may indicate that Call Forward All/Do Not Disturb is set. When setting Call Forward All, a destination station must be entered.

Use this simple procedure every time you wish to access your Voice Mailbox.

➤ Lift handset ***OR*** press Speaker.

➤ Dial EliteMail FMS/VMS; wait for answer.

NOTE: The EliteMail FMS/VMS extension number may be assigned to a ***One Touch*** key or ***Feature Access*** key.

When calling from ***your*** telephone:

➤ Dial your Security Code, if prompted.

When calling from ***another*** telephone:

➤ Dial * 2 # to start the main greeting. If using softkeys, dial # * 2 #.

➤ Dial your Personal ID (typically 9 + your extension number).

➤ Dial your Security Code, if prompted.

When calling from outside:

➤ Dial your Personal ID (typically 9 + your extension number).

➤ Dial your Security Code, if prompted.

➤ Respond to each question by dialing 1 for YES and 2 for NO

OR use Quick Keys to step ahead to a specific topic.

QUICK KEYS

Save time by advancing directly to a specific topic:

DIAL

4	to check new messages
5	to leave messages
6	to review messages
7	to change your setup options

Call your mailbox for new messages when you receive a Voice Mail message indication.

- Dial 1 for YES when asked, ***"You have ___ new messages. Would you like to hear them?"***
- Messages marked "Urgent" are played first.
- Messages from outside callers are played in the order received.
- Messages from other EliteMail FMS/VMS users are sorted by sender. 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 the message.
- Dial 0 to hear caller ID information. (Dial # to repeat information. Dial * to skip to the end of caller ID information.)

NOTE 1: ***NEW*** messages are those you haven't yet heard. A ***NEW*** message will not be deleted until you've had the opportunity to listen to it.

NOTE 2: Messages are ***OLD*** once you hear them through to the recorded day and time. ***OLD*** messages are typically deleted at midnight of the day received unless they have been archived.

Send messages to other EliteMail FMS/VMS users directly from your mailbox.

- Dial 1 for YES when asked, ***"Would you like to leave any messages?"***
- Dial the first 3 letters of the ***name*** of the person or the group you want to send a message to ***OR*** dial # # and the mailbox number.
- Dial 1 to confirm, otherwise dial 2.
- Record your message at the beep.
- Dial * to end recording, otherwise dial # to re-record.
- Dial 1 for YES for Special Delivery options, otherwise dial 2.

NOTE: Dial # # to switch between choosing by mailbox number or by name.

SPECIAL DELIVERY OPTIONS

When you leave a message, you can mark it for special delivery. There are four special delivery options available:

Urgent	Heard first before regular messages.
Private	Cannot be redirected.
Return Receipt	EliteMail FMS/VMS tells you when the person has heard the message.
Future Delivery	The message is sent at the time and day you specify.

You can mark a message for more than one special delivery option. You can also change or add to the special delivery settings of a message you've already sent.

Messaging Tips

- If you are unsure of the spelling of the first 3 letters of the person's name, use a "Wildcard Key," typically 1 or 0, in place of one or more letters. This "wildcard" matches any letter.
- While recording a message, dial # to erase your message and begin again.
- Always try to leave a concise and structured message. Include the purpose of your call, the information required, or any information needed to get an answer – not just a return phone call.
- Leave fellow EliteMail FMS/VMS users a message from within your own mailbox. When they listen to your message, EliteMail FMS/VMS will automatically prompt them to send you a reply. This saves time and almost always guarantees a response.
- The EliteMail FMS/VMS sorts messages in a message stack. It plays all urgent messages first, then all regular messages. It also sorts your messages by sender. Use Special Delivery Options when appropriate.
- To cancel a message that has not yet been received, begin to send the person or group another message. The EliteMail FMS/VMS system will tell you that your last message hasn't been heard, and offers you the option to cancel it.
- If you often send messages to the same group of people, see "Changing Your Setup Options" to create your own message groups.

Messages you've already listened to (old messages) can be reviewed for a short while (typically until midnight), be redirected to another mailbox or archived for a longer time.

Review

- Dial 1 for YES when prompted *"You have ___ messages to review. Would you like to check them?"*
- Listen to old messages followed by day and time recorded.

Redirect (Copy To Another Mailbox)

- Dial 2 while listening to a new or old message.
- Dial 1 for YES to Redirect the message being reviewed.
- Dial the mailbox or group to receive the redirected message. (For more details, see ***Leaving Messages***.)
- Dial 1 to confirm your entry.
- Dial 1 for YES if you want to record an introduction, otherwise dial 2.
- Record your introduction when prompted.
- Dial * to end recording.
- Dial 1 for YES to set Special Delivery options, otherwise dial 2.
- Dial 1 for YES to redirect the message to an additional mailbox, otherwise dial 2.

Archive (Save)

- Dial 1 for YES to Archive the new or old message being reviewed.

NOTE 1: You can redirect the same message as many times as you wish.

NOTE 2: Once you listen to an old or archived message, you must archive it again to keep it from being deleted immediately.

Keeping Your Mailbox Current

Review and revise your Setup Options on a regular basis.

Greetings

- You can review the greetings you have recorded for internal and outside callers. Greetings can be re-recorded at any time.
- An alternate greeting can be recorded and selected to accommodate special situations such as when you are out of the office.

Message Groups

- You can create your own message groups. When you send a message to a group, the message is sent to all members of that group.
- A group can be private or open, allowing only you or all users to send messages to the group.
- Use group maintenance features to list groups and members, add or delete members and delete established groups.

Transfer And Delivery Options

Callers may be transferred and messages may be delivered to you in a variety of ways. Discuss available options with your system manager.

- Call Transfer enables callers to be automatically directed to your extension or another programmed telephone number.
- When Call Screening is on, EliteMail FMS/VMS will ask the caller's name, ring your extension, tell you the caller's name, and ask if you want to take the call or direct the caller to your voice mailbox.
- When your line is busy and the Call Hold option is on, callers will be advised of the number of calls holding and be given the option to hold or leave a message in your mailbox.
- When a new message has arrived in your mailbox, you will receive an indication at your telephone. Depending on your schedule, you may also program the system to alert you at additional numbers (home phone, pager or spare phone).

Personal Options

- Access Personal Options to review or change your Security Code, Recorded Name, Spelled Name and Directory Listing Status.

You may personalize your mailbox to accommodate your current schedule or plans by changing your Setup Options.

- Dial 1 for YES, when asked *"Would you like to access Setup Options?"*
- Follow prompts to change the desired Setup Option.

"Would you like to change your Greetings?"

- Dial 1 for YES to change your Greetings.
- Listen to the playback of your current outside greeting.
- Dial 1 for YES to switch between standard and alternate greetings, otherwise dial 2.
- Dial 1 for YES to record a new greeting, otherwise dial 2.
- Using the handset, begin recording at the beep.
- Dial * to end recording and review greeting.
- Dial 1 to re-record, otherwise dial 2.
- Repeat for internal greeting.

"Would you like to change your Groups?"

- Dial 1 for YES to change your Groups.
- Dial 1 for YES when asked to create a new group, otherwise dial 2 to access group edit, list and delete options.
- Dial the first 3 letters or digits of the group's name or number.
- Dial 1 to change group name or number, otherwise dial 2.
- Using the handset, record a group name.
- Dial * to end recording.
- Dial 1 to change group name, otherwise dial 2.
- Dial 1 to create an open group or dial 2 for a private group.
- Add members to the group by dialing name or extension number.
- Dial 1 to confirm and add member to group.
- Dial * after all members are added.
- Dial 1 to record a message for this group now, otherwise dial 2 to continue group maintenance options.

"Would you like to change your Transfer and Delivery Options?"

➤ Dial 1 for YES to change your 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.

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 ____	On: U M T W H F S
Home Phone	____	From ____	To ____	On: U M T W H F S
Pager	____	From ____	To ____	On: U M T W H F S
Spare Phone	____	From ____	To ____	On: U M T W H F S

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.

"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.
- Dial 1 for YES or 2 for NO to change your Recorded Name, Spelled Name or Directory Listing Status.
- Enter and confirm new information.

When transferring a call to a user who is away from their phone, busy or declines a Voice Announcement, the Quick Transfer to Voice Mail feature simplifies and speeds message taking. You can easily redirect the call to the EliteMail FMS/VMS user's mailbox, where they will hear the personal greeting and be prompted to leave a message.

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.
- Replace handset immediately.

NOTE: Your Quick Transfer Access Codes may differ from the above based on system programming.

To simplify message taking, outside callers can be transferred directly into an EliteMail FMS/VMS user's mailbox, where they will hear the personal greeting and be prompted to leave a message.

With an outside call in progress:

- Press Transfer.
- Dial EliteMail FMS/VMS, wait for answer.
- Dial the mailbox number of the user the call is to be transferred to.
- Dial 2.
- Replace handset immediately.

Live Record allows you to record a conversation with an outside caller and dire
it to your own or another userÕs mailbox.

With an outside call in progress:

- ➤ Press Record to begin recording the conversation.
- ➤ 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 functio
- ➤ 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
releases the call. If a mailbox number is not entered, the recording will be sent to y

NOTE 2: If Automatic Recording is assigned, the recording begins immediately upon answering

NOTE 3: If a mailbox number has not been entered, and if Automatic Callback is assigned, E
FMS/VMS will call you back to ask you if you want to delete the call, address it, add
introduction or send it.

NOTE 4: To send a Live Recording to multiple mailboxes, first send the recording to your ow
then redirect it accordingly.

LIVE RECORD OPTIONS

The following Live Record function keys may be programmed:

PRESS	
Pause	To stop recording. Press Pause again to resume recording.
Re-Record	To erase the Live Recording and automatically begin re-recording. Enter a new mailbox number.
Erase	To erase the Live Recording without interrupting your conversation. Press Record and dial a mailbox number to begin recording again.
End	To terminate the recording and continue the conversation.
Address	To delete, address or record an introduction prior to ending a Live Recording session.
Urgent Page	Toggles Message Delivery on/off. After entering a mailbox number, a 1 in the display will indicate that the Page Message Delivery option is currently on.

NOTE: Consult your System Manager for additional information about using Live Record opt

Live monitoring allows you to hear a message through the speaker of your pho the message is being left by an outside caller. Only one call is monitored at a t and live monitoring is available only when your phone is idle. New outside calls received during a live monitoring session are sent to your voice mailbox.

Enable Live Monitor

- ➤ Press Live Monitor Feature Access key.
- ➤ Dial station password. (Same as station lockout (password) code).
- ➤ Once Live Monitor is set the corresponding LED lights red.

NOTE: By default, password is set at 0000000000 (10 zeros).

Live Monitor A Conversation

- ➤ A live monitoring session starts as an outside caller begins leaving a messa you. To be connected to the caller anytime during the live monitoring sessio pick up the handset or press Speaker
- ➤ When you connect to the caller during a live monitoring session, the portion the message that was recorded before you connected is saved as a voice m in your mailbox.

Feature Access Keys

- ➤ Press Feature
- ➤ Press Redial
- ➤ Press Feature Access key to be programmed.
- ➤ Dial 2.
- ➤ Dial Function Code (see next page).
- ➤ Press Feature

One Touch Keys

- ➤ Press Feature
- ➤ Press Redial
- ➤ Press One Touch key to be 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 o programming *Feature Access* keys and *One Touch* keys.

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Personal Options

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Edit Groups

Add Members	4
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Change Group Name	7

Change Transfer

Change Phone Number	4
Call Screening On/Off	5
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Change Options

Yes	1
No	2

Message Delivery

Work Phone On/Off	4
Home Phone On/Off	5
Pager Phone On/Off	6
Spare Phone On/Off	7

Change Delivery

Change Phone Number	4
Change Schedule	5
Urgent Only On/Off	6

3 = Current Menu
* = Return to Main Menu
# = Step Back to Previous Men

Function Codes

00	Record
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