

NEC

IntraMail requires version 03..** system software, CPU P/N 80025B (in DS2000), and cabinet P/N 80200A (in DS1000).**

If you are not familiar with the IntraMail features, review the [IntraMail Feature Glossary](#) in the *System Guide* provided on the CD that came with your system.

Default Mailbox List	
Mailbox Type	Range
Announcement	008-015
Call Routing	000-007
Subscriber	300-427 in DS2000, 300-333 in DS1000
Master	600-607, 700-707
Total Mailboxes	160 in DS2000, 66 in DS1000

- By default in DS1000, only the first 8 (300-307) extensions have Subscriber Mailboxes enabled.
- By default in DS2000, only the first 16 (300-315) extensions have Subscriber Mailboxes enabled.
- Use 1808 - *IntraMail Subscriber Mailbox Options: Mailbox Type* to activate additional Subscriber Mailboxes.

IntraMail

Quick Setup Guide

This manual has been developed by NEC Unified Solutions, Inc. It is intended for the use of its customers and service personnel, and should be read in its entirety before attempting to install or program the system. Any comments or suggestions for improving this manual would be appreciated. Forward your remarks to:

NEC Unified Solutions, Inc.
 4 Forest Parkway
 Shelton, CT 06484
www.necunifiedsolutions.com

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IntraMail Part Numbers and Capacities	
P/N 80044	IntraMail 4 Port/4 Hour
P/N 80088	IntraMail 8 Port/8 Hour
Mailboxes	Announcement: 8 Call Routing: 8 Subscriber (DS1000): 34 Subscriber (DS2000): 128 Master: 16 Total (DS1000): 66 Total (DS2000): 160
Ports:	4 or 8
Storage Hours:	4 or 8

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IntraMail Quick Setup

DS1000 Installation

Installing IntraMail in DS1000

- Step 1 Power down the system** (*Figure 1: Powering Down the DS1000*).
- Turn off the system power.
 - Unplug the system's AC power cord.

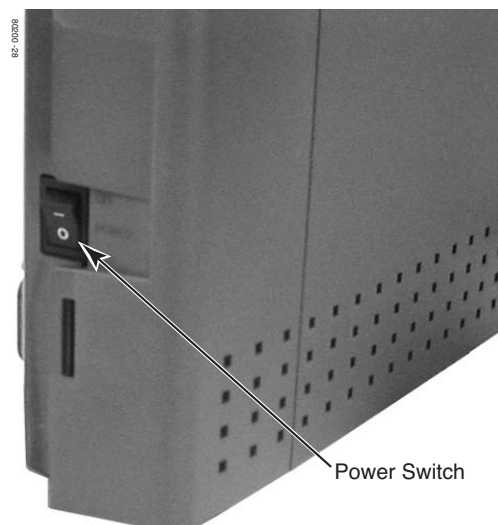


Figure 1: Powering Down the DS1000

Installation

DS1000 Installation

- Step 2 Remove the cover** (*Figure 2: Removing the DS1000 Cover*).
- Unlock and remove the cover.

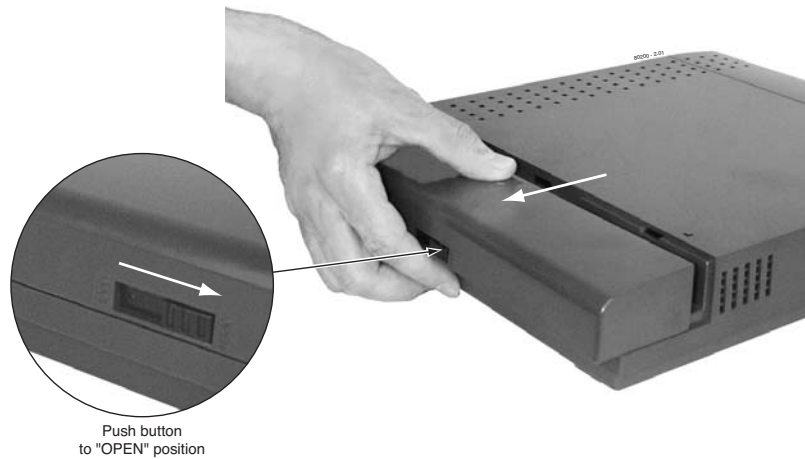


Figure 2: Removing the DS1000 Cover

- Step 3 Label and unplug all extension, trunk, and auxiliary cabling.**
- This will make reinstallation easier.
 - If possible, leave the ground wire connected. This will help prevent static damage when plugging in the IntraMail PCB.
- Step 4 Remove the DS1000 cabinet from wall.**
- Step 5 Remove the cabinet top panel** (*Figure 3: Removing the DS1000 Top Panel*).
- Unscrew the 2 captive screws that secure the cabinet top panel to the base.
 - Lift up and remove the top panel.

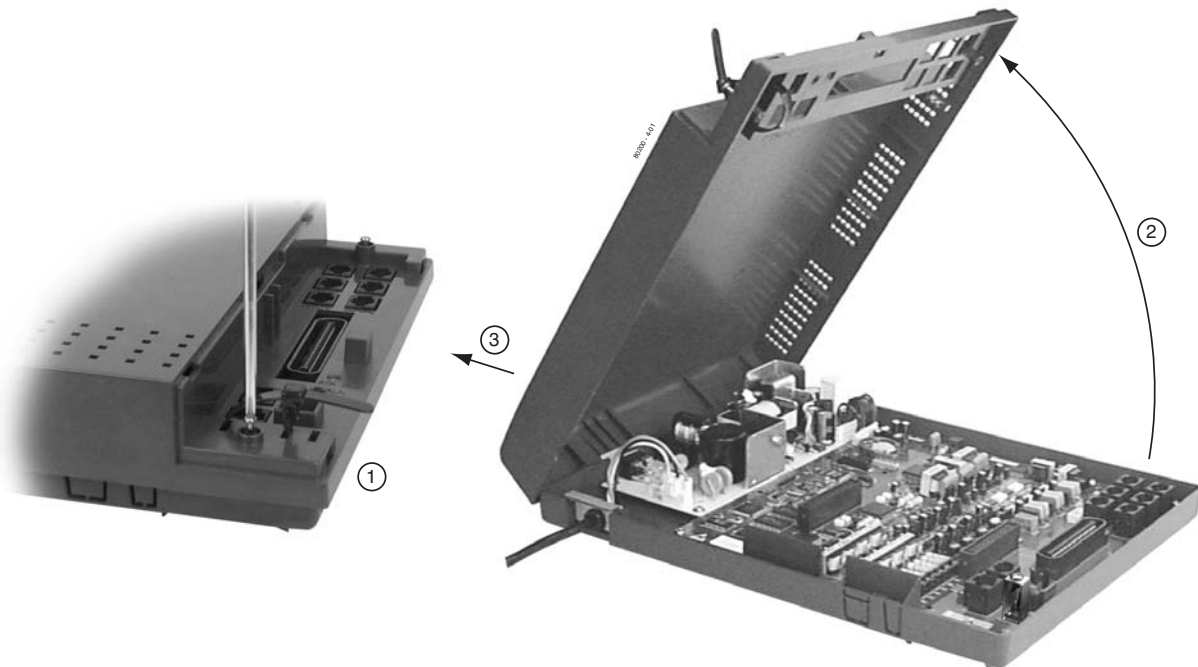


Figure 3: Removing the DS1000 Top Panel

Installation

DS1000 Installation

- Step 6 Install the IntraMail PCB** (*Figure 4: Installing the IntraMail PCB in DS1000*).
- Attach a grounded wrist strap to a known earth ground.
 - Use the cabinet ground lug if the ground wire is still connected.
 - Discharge any built-up static electricity by touching the cabinet ground lug.
 - Plug in the IntraMail PCB as shown below.
 - Be sure to snap the PCB into the supplied plastic standoffs.

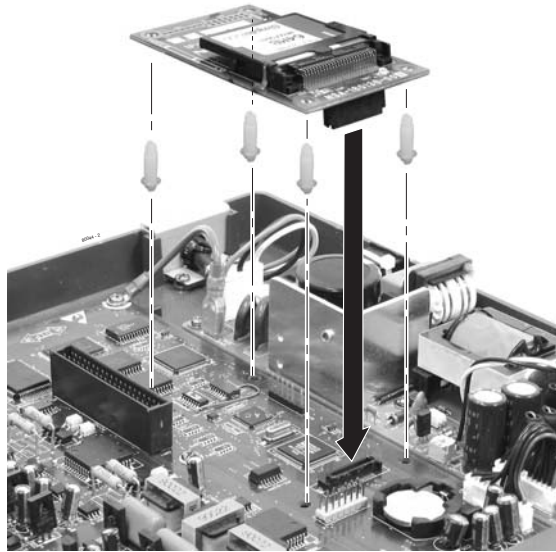


Figure 4: Installing the IntraMail PCB in DS1000

- Step 7 Replace and re-secure the top panel.**
- Step 8 Complete the reinstallation.**
- Hang the cabinet back on the wall.
 - Reinstall all extension, trunk, and auxiliary cabling.
 - Replace and lock the cover.
 - Plug in the system and turn on the system power.
- Step 9 Verify IntraMail operation.**
- After the system restarts, go to any keyset and press **MW**.
 - You should immediately log into that extension's mailbox and hear the voice prompt, "You have no new messages."

Installation

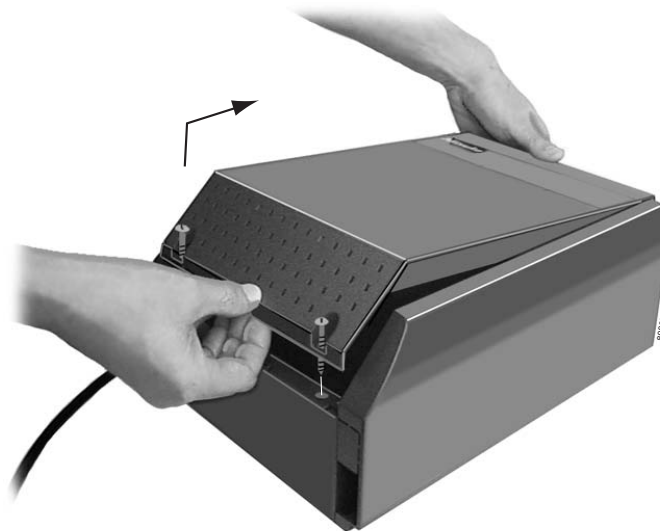
DS2000 Installation

Installing IntraMail in DS2000

Step 1 Power down the system.

Step 2 Remove the cover (*Figure 5: Removing the DS2000 Cover*).

- Unscrew the two captive screws on the front cabinet cover.
- Lift up slightly on the front of the cover — then gently slide the cover back to remove it.

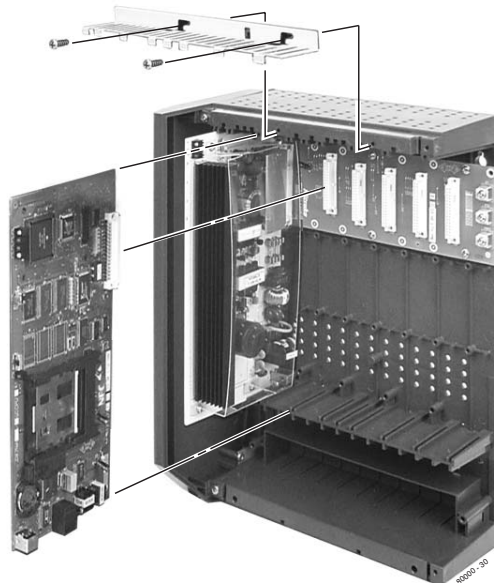


4 Slot Cabinet Shown

Figure 5: Removing the DS2000 Cover

Step 3 Remove the CPU PCB (*Figure 6: Removing the DS2000 CPU*).

- Attach a grounded wrist strap to a known earth ground.
- Discharge any built-up static electricity by touching the cabinet ground lug.
- Unplug and label the CPU cabling (if installed).
- Remove the CPU and place it on a flat, anti-static surface.



4 Slot Cabinet Shown

Figure 6: Removing the DS2000 CPU

Installation

DS2000 Installation

- Step 4 Install the IntraMail PCB** (Figure 7: Installing the IntraMail PCB in DS2000)
- Plug in the IntraMail PCB as shown below.
 - Be sure to snap the PCB into the supplied plastic standoffs.

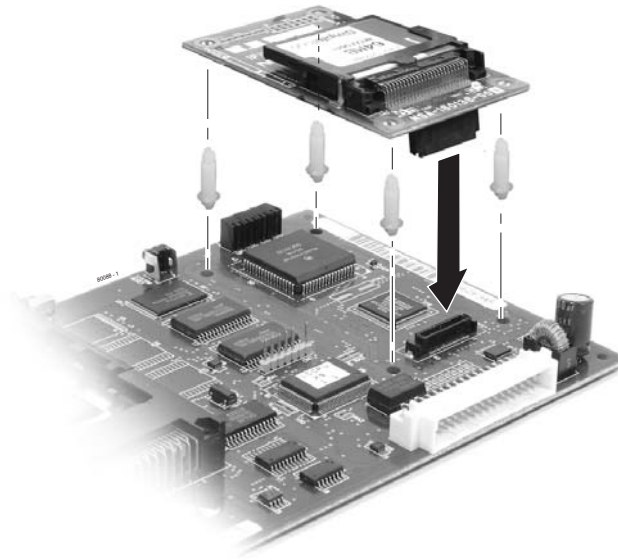


Figure 7: Installing the IntraMail PCB in DS2000

- Step 5 Reinstall the CPU PCB.**
- Step 6 Power up the system.**
- Step 7 Verify IntraMail operation.**
- After the system restarts, go to any keyset and press **MW**.
 - You should immediately log into that extension's mailbox and hear the voice prompt, "You have no new messages."
- Step 8 Replace the cover** (Figure 8: Replacing the DS2000 Cover).
- Hook the tabs on the rear of the cover into their associated slots, then push the front cover into place.
 - Screw in the 2 captive screws that secure the cover to the cabinet.



4 Slot Cabinet Shown

Figure 8: Replacing the DS2000 Cover

Programming

Initial Configuration and Programming

Start-Up Programming

Start-up (Default) IntraMail Configuration

IntraMail automatically assigns a mailbox to each extension in the number plan.

- By default in DS1000, only the first 8 (300-307) Subscriber Mailboxes are active/enabled.
- By default in DS2000, only the first 16 (300-315) subscriber mailboxes are active/enabled.
- The IntraMail Automated Attendant *does not* answer outside calls.

Start-up IntraMail Programming

Step 1 Enable the mailboxes for all installed extensions.

- 1.1 (Prior to 03.20.07) *1808 - IntraMail Subscriber Mailbox Options: Mailbox Active.*
Enter **Y** (9) to enable the IntraMail mailbox for each installed extension.
 - If disabled (**N**), a user pressing **MW** will be asked to enter their mailbox number. A voice prompt then announces, "That mailbox does not exist."
- 1.2 (03.20.07 or higher) *1808 - IntraMail Subscriber Mailbox Options: Mailbox Type*
Enter **1** (Personal) to enable a Personal IntraMail mailbox for each installed extension.
 - If disabled (**0**), a user pressing **MW** will be asked to enter their mailbox number. A voice prompt then announces, "That mailbox does not exist."

Step 2 Set up the Automated Attendant to answer outside calls during the day and at night.

- 2.1 *1003 - Trunk Options: Direct Termination (Day).*
 - Enter the IntraMail master number (**700**) for each trunk that you want IntraMail to answer.

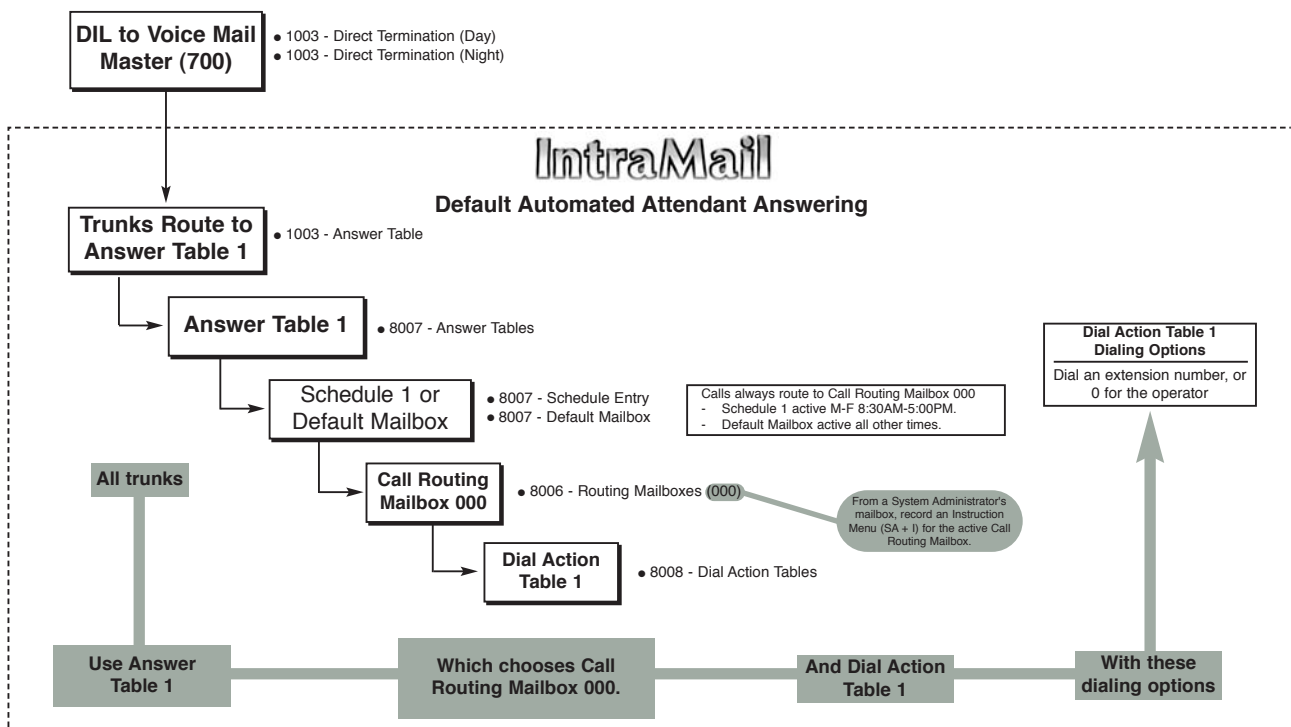
Step 3 Set up the Automated Attendant to answer outside calls only at night.

- 3.1 *1003 - Trunk Options: Direct Termination (Night).*
 - Enter the IntraMail master number (**700**) for each trunk that you want IntraMail to answer only when the system is in the night mode.

Step 4 Check the Answer Table assignment.

- 4.1 *1003 - Trunk Options: Answer Table.*
 - Initially, you should leave all trunks assigned to Answer Table 1.

Step 5 Review the default Automated Attendant setup.



Programming

Initial Configuration and Programming

Note: The following programs are preset. Normally, you should not change their default values.

- 8001 - Voice Mail Setup: *Voice Mail Type*.
- 8001 - Voice Mail Setup: *Voice Mail Master Extension Number*.
- 8002 - Voice Mail Port Options (Part 1): *Name*.

IntraMail System Requirements

- DS1000/2000 System Software version 03.**.** or higher.
- CPU PCB P/N 80025B (in DS2000)
- Cabinet P/N 80200A (in DS1000)

Specifications

IntraMail Part Numbers and Capacities	
P/N 80044	IntraMail 4 Port/4 Hour
P/N 80088	IntraMail 8 Port/8 Hour
Mailboxes	Announcement: 8 Call Routing: 8 Subscriber (DS1000): 34 Subscriber (DS2000): 128 Master: 16 Total (DS1000): 66 Total (DS2000): 160
Ports:	4 or 8
Storage Hours:	4 or 8

Programming

Application Examples

Examples of Some Common Applications

The examples below show some common applications. The chart in the beginning of each example shows:

- How the relevant programmable options work by default.
- The *Application Summary*, which provides the basic steps you need to take to set up the application.

Following the chart are the step-by-step instructions for setting up the application. Refer to the *IntraMail System Guide* on the CD that came with your system for more on each program you have to change.

Example 1: Set Up Separate Day and Night Greetings

Default Automated Attendant Answering
<ul style="list-style-type: none">■ All trunks answered by the Automated Attendant route to Answer Table 1.<ul style="list-style-type: none">- Answer Table 1 uses Schedule 1 to answer calls from 8:30 AM -5:00 PM Monday through Friday with Call Routing Mailbox 000.- The Default Mailbox for Answer Table 1 picks up Automated Attendant calls at all other times. The Default Mailbox for Answer Table 1 is also Call Routing Mailbox 000.
<ul style="list-style-type: none">■ The greeting that plays to outside callers is the Instruction Menu for the Call Routing Mailbox that answers the call.
<ul style="list-style-type: none">■ Since Schedule 1 and the Default Mailbox both use Call Routing Mailbox 000, the Automated Attendant answers all calls the same way day and night, with the Instruction Menu for Call Routing Mailbox 000.
Application Summary
<ul style="list-style-type: none">■ Change the Default Mailbox from Call Routing Mailbox 000 to 001.■ Record a night Instruction Menu for Call Routing Mailbox 001.

Step 1 Change the Default Mailbox to Call Routing Mailbox 001.

- 1.1 In *8007 - IntraMail Answer Tables: Default Mailbox*, change the Default Mailbox assignment to 001.
 - See *8007 - IntraMail Answer Tables: Default Mailbox* in the *IntraMail System Guide* for more.

Step 2 Record the daytime and night Instruction Menus.

- 2.1 At extension 300, press **MW**.
- 2.2 Dial **SA** (72) + **I** (4).
- 2.3 Dial **000** (for Call Routing Mailbox 000) + **R** (7).
- 2.4 Record the daytime Instruction Menu message + **#** twice.
- 2.5 Dial **I** (4).
- 2.6 Dial **001** (for Call Routing Mailbox 001) + **R** (7).
- 2.7 Record the night Instruction Menu message + **#** + hang up.
 - See *Instruction Menu* in the *IntraMail System Guide* for more.

Example 2: Provide Unique Day and Night Dialing Options for Callers

Default Dial Action Table Options
<ul style="list-style-type: none">■ All Call Routing Mailboxes (000-007 by default) use Dial Action Table 1.■ Dial Action Table 1 provides the following dial options:<ul style="list-style-type: none">- Dial extension number (300-427).- Dial 0 for the operator.- Dial * + extension to leave a Quick Message.- Dial # + extension to do a Remote Logon to the mailbox.- Timeout to operator if no digits dialed.
Application Summary
<ul style="list-style-type: none">■ Allow callers at night to dial 0 to leave a message for the operator.

Step 1 Set up separate day and night greetings.

- 1.1 Following example 1, set up separate day and night Instruction Menus using Call Routing Mailboxes 000 and 001.
 - The day Instruction Menu can say something like:
Thank you for calling. For Sales, dial 301. For Technical Support, dial 302. To talk to an operator, dial 0. If you know your party's extension number, please dial it now.
 - The night Instruction menu can say something like:
Thank you for calling. Our normal business hours are 8:30 to 5:00, Monday through Friday. To leave us a message, please dial 0 now.

Step 2 Assign a unique Dial Action Table (2) to the night time Call Routing Mailbox (001).

- 2.1 In *8006 - IntraMail Routing Mailboxes: Dial Action Table*, assign Dial Action Table 2 to Call Routing Mailbox 001.
 - See *8006 - IntraMail Routing Mailboxes: Dial Action Table* in the *IntraMail System Guide* for more.

Step 3 Change the dialing options for the night time Dial Action Table (2).

- 3.1 In *8008 - Dial Action Table Actions* for Dial Action Table 2, make the following changes:
 - For the digits 3 and 4, enter 0 for the *Action* entry to prevent callers from dialing extensions at night.
 - For the digit 0, change the *Action* entry to **REC1** (by dialing 3) and the *Data* entry to **300**. This allows night time callers to dial 0 to leave a message for the operator.
 - Note that the * and # entries were left unchanged so that experienced users could still leave Quick Messages or do Remote Logons at night.
 - See *8008 - IntraMail Dial Action Tables* in the *IntraMail System Guide* for more.

Programming

Application Examples

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NEC Unified Solutions, Inc.
4 Forest Parkway, Shelton, CT 06484
Tel: 800-365-1928 Fax: 203-926-5458
www.necunifiedsolutions.com

Other Important Telephone Numbers

Sales:203-926-5450
Customer Service:203-926-5444
Customer Service FAX:203-926-5454
Technical Service:203-925-8801
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NEC

NEC Unified Solutions, Inc.
4 Forest Parkway, Shelton, CT 06484
TEL: 203-926-5400 FAX: 203-929-0535
www.necunifiedsolutions.com

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