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) Subscriber Mailboxes are active.
- By default in DS2000, only the first 16 (300-315) Subscriber Mailboxes are active.
- Use *1808 - IntraMail Subscriber Mailbox Options: Mailbox Active* to activate additional Subscriber Mailboxes.

IntraMail

Quick Setup Guide

For additional resources, visit our Technical Support site on the web at **http://ws1.necii.com/ds2000**.

This manual has been developed by NEC America, 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:

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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.

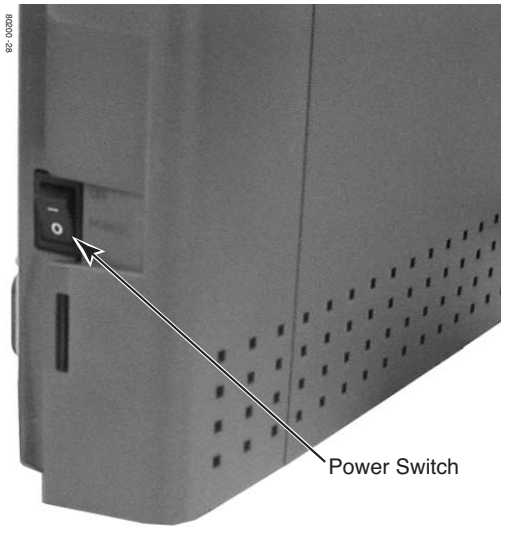


Figure 1: Powering Down the DS1000

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

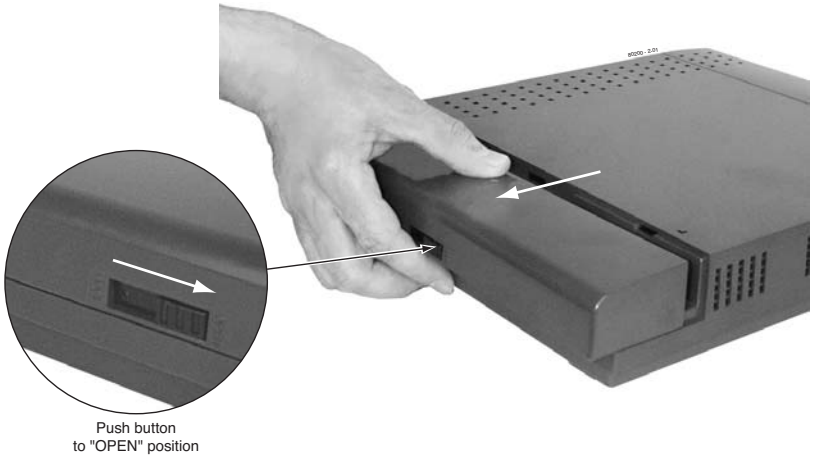


Figure 2: Removing the DS1000 Cover

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.

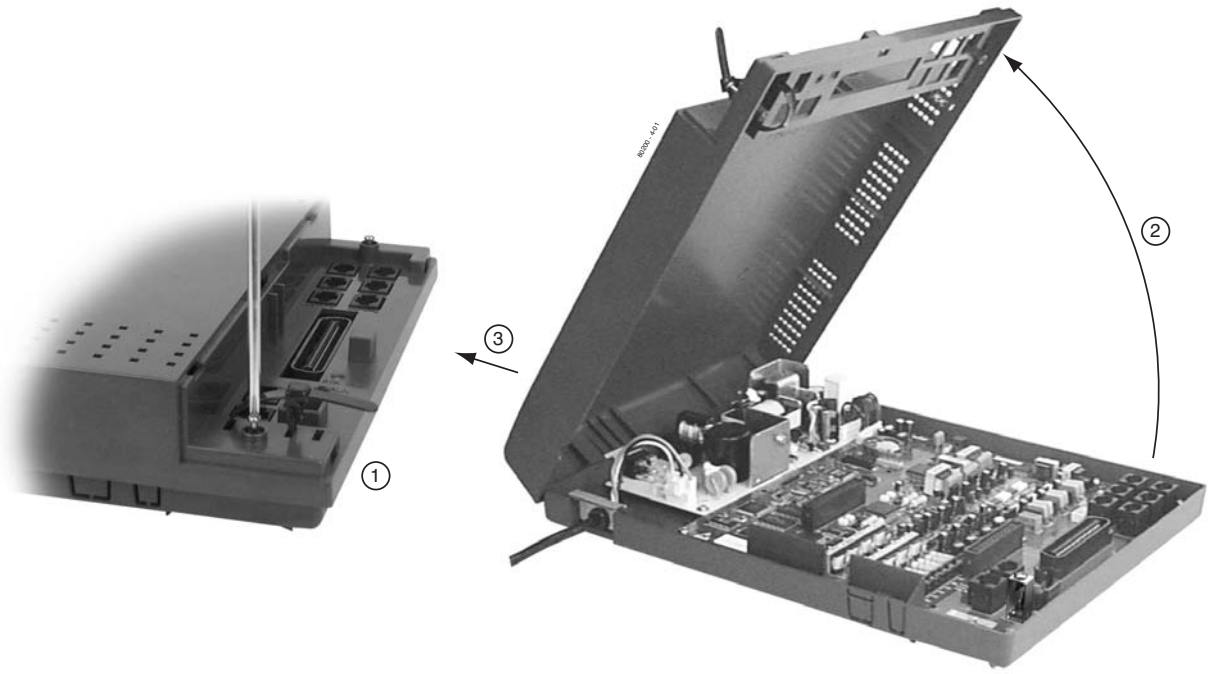


Figure 3: Removing the DS1000 Top Panel

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.

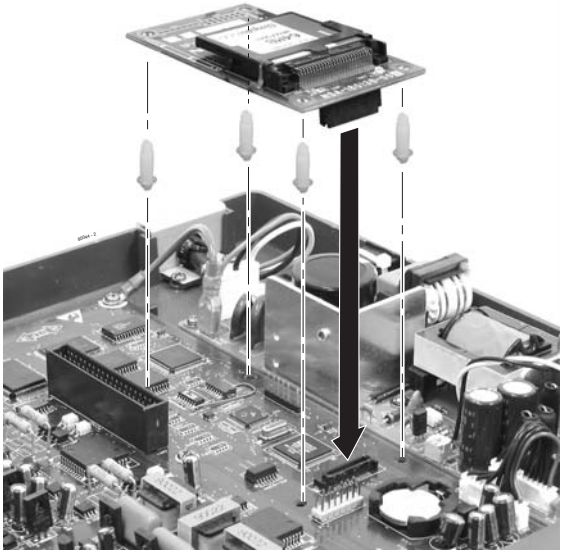


Figure 4: Installing the IntraMail PCB in DS1000

Step 7 **Replace and re-secure the top panel.**

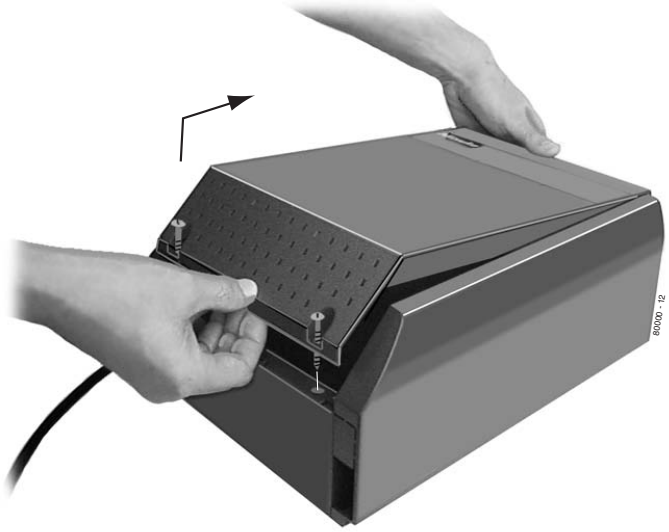
Step 8 **Complete the reinstallation.**
- Hang the cabinet back on the wall.
- Reinstall all extension, trunk, and auxiliary cabling.
- Replace and lock the cover.
- Plug in the system and turn on the system power.

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*."

Installing IntraMail in DS2000

Step 1 Power down the system.

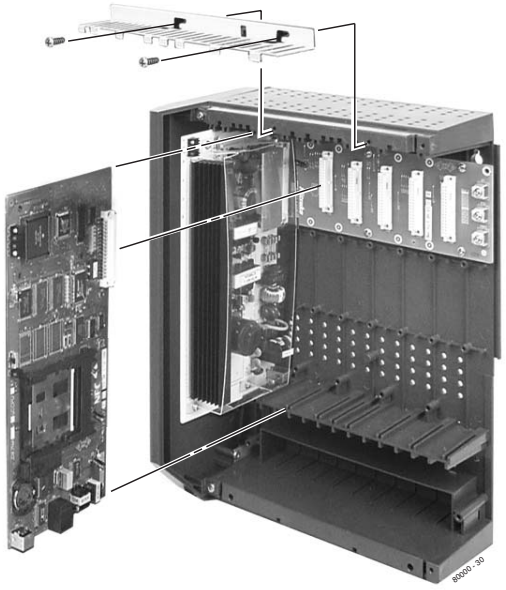
Step 2 Remove the cover *(Figure 5: Removing the DS2000 Cover)*.
- Unscrew the two captive screws on the front cabinet cover.
- Lift up slightly on the front of the cover — then gently slide the cover back to remove it.



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

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.

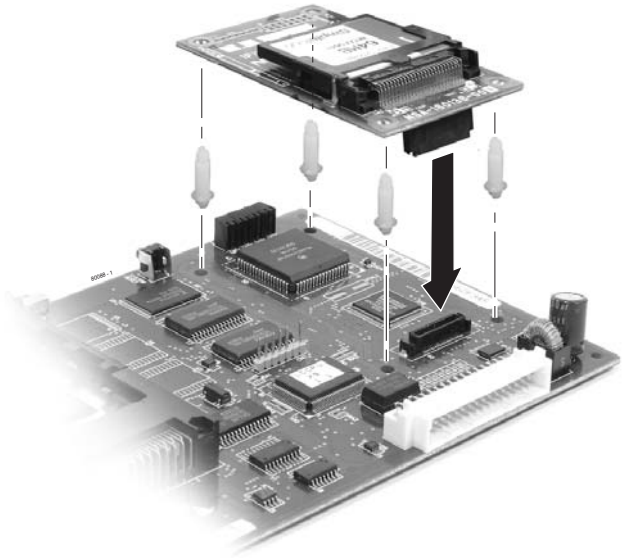


Figure 7: Installing the IntraMail PCB in DS2000

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

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

Start-up IntraMail Programming

Step 1 Enable the mailboxes for all installed extensions.

1.1 *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."*

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).*

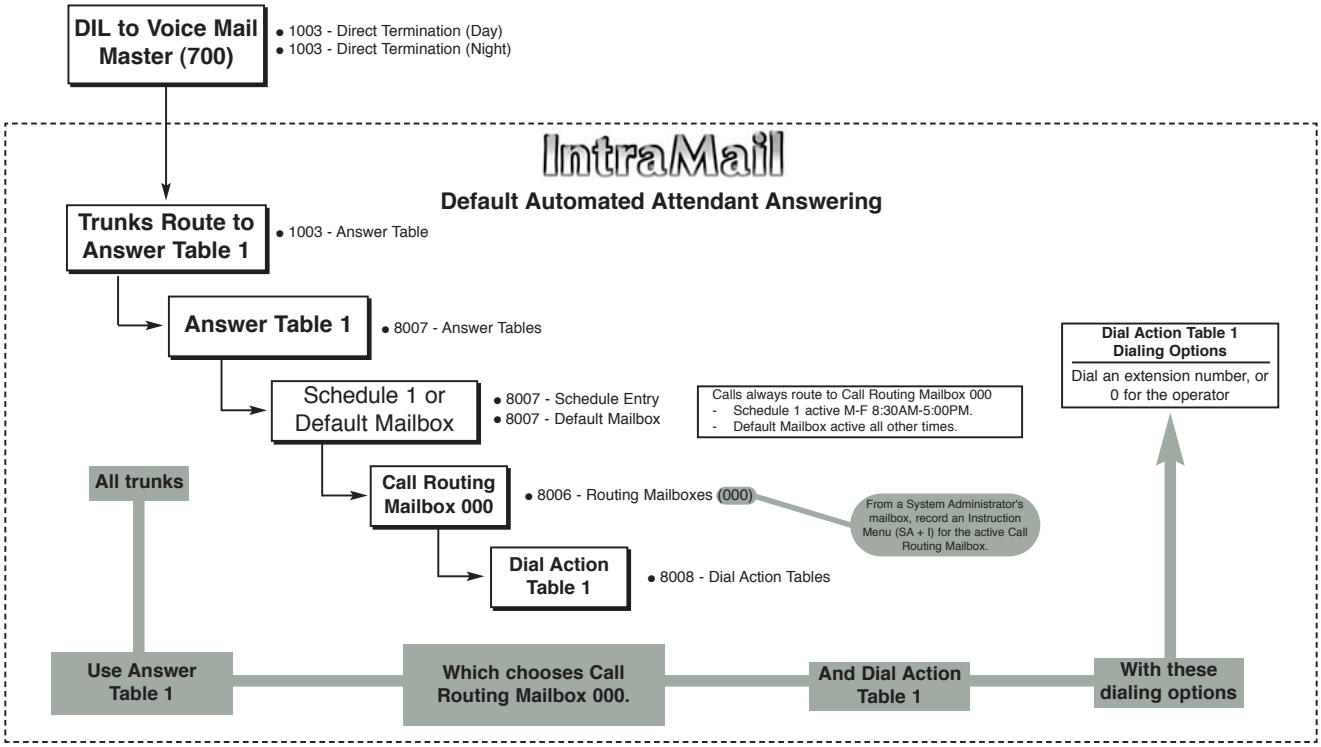
- Enter the IntraMail master number (**700**) for each trunk that you want IntraMail to answer only when the system is in the night mode.

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.



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

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