# Using the DS-Series IntraMail Utility (P/N 80054-V01.\*\*.\*\*)

IntraMail requires DS1000/2000 system software version 03.\*\*.\*\*. System software version 03.\*\*.\*\* requires expanded memory CPU P/N 80025B in DS2000 or expanded memory cabinet P/N 80200A in DS1000.

#### Use the DS-Series IntraMail Utility to:

- Determine the version of system voice prompts currently installed on the IntraMail CompactFlash card. See *Selecting the CompactFlash Card on page 2*.
- Back up the system voice prompts as well as recorded names, messages and greetings stored on the IntraMail CompactFlash card to your PC hard disk. *See page 3*.
- Restore the system voice prompts as well as recorded names, messages, and greetings stored on the your PC hard disk to the IntraMail CompactFlash card. *See page 4*.
- Update the system voice prompts stored on the IntraMail CompactFlash Card (required for feature upgrades). See page 5.
- Optionally initialize (completely erase) the IntraMail CompactFlash card and load the latest system voice prompts. See page 6.

#### **Minimum Requirements**

- Pentium 330 MHz with 128 MByte RAM, 256 Color 800 x 600 display, USB port.
- Windows 2000 or XP and above.
- CompactFlash Card Reader (*SimpleTech STI-UCF-100* or equivalent), or, if your PC has a PCMCIA slot, PC Card Adapter for Type I CompactFlash Cards (*SimpleTech STI-CFAD* or equivalent).

#### Part 1: Installation

1. Insert your DS-Series IntraMail Utility CD. Once the installer automatically starts, you see:



**3.** When you see the screen at right, click **Install>** to accept the displayed information.



 When you see the screen at left, click <u>Next></u>.

🐺 DS-Series IntraMail Utility - InstallShield Wizard	×
Ready to Install the Program The wizard is ready to begin installation.	1
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard. Current Settings:	
Setup Type:	
Destination Folder:	
C:\Program Files\NEC\DS-Series\Intramail\	
User Information:	
Name:	
Company:	
Instal/Shield	
< Back Install Cancel	

4. When you see the screen at left, click **<u>F</u>inish** to complete the installation.

# Part 2: Starting the DS-Series IntraMail Utility

- Turn off your telephone system and access the IntraMail PCB. (Refer to the IntraMail Quick Setup Guide P/N 80044QSET\*\* that came with your IntraMail for additional instructions, if required.)
- **2.** Following proper anti-static precautions, remove the IntraMail CompactFlash Card from your IntraMail PCB.
- 3. Insert the IntraMail CompactFlash Card into your PC's CompactFlash Card reader.
- **4.** Double-click the *DS-Series IntraMail Utility* shortcut on your PC desktop. You see the **Main Screen**.



To check the utility version number, click here then select About DS-Series IntraMail Utility ... DS-Series IntraMail Utility IntraMail Card Select your CompactFlash Reader and display important IntraMail CompactFlash card information. Status Card Not Selected Type Select Device Prompt Version Messages Backup to your PC and restore the voice prompts Save all messages, greetings, recorded names, and system prompts to a as well as recorded names, messages and greet-Backup backup file. The Caller-ID information for messages will be lost ings stored on the IntraMail CompactFlash Card. Restore all messages, greetings, recorded names, and system prompts Restore from a backup file. All data currently on the card will be lost Prompts Update the voice prompts stored on the IntraMail Replace the system prompts with a newer version. The messages, Update greetings, and recorded names will not be affected CompactFlash Card (required for feature upgrades). File System Re-format the card and install the system prompts. All data currently on Initialize the card will be lost. Optionally *initialize* (completely erase) the IntraMail CompactFlash card and load the latest Ready voice prompts.

# Part 3: Selecting the CompactFlash Card

After inserting the IntraMail CompactFlash Card into your reader, you must select it.

1. To select the card, click Select. you see:



- If you change IntraMail CompactFlash Card in the middle of a DS-Series IntraMail Utility session, click **Selec**t to read the new card.
- 2. Use the drop-down box to select the card and click **OK**. The *IntraMail Card* portion of the **Main Screen** will update with your card's information.



Indicates that the DS-Series IntraMail Utility is ready to use the installed card.

The card reader drive ID or volume label (if any).

#### Part 4: Backing Up the IntraMail CompactFlash Card

You can back up the voice prompts as well as the recorded names, messages and greetings stored on the IntraMail CompactFlash Card to your PC's hard drive

1. To back up your IntraMail CompactFlash Card, click Backup. You see:

Save As								?×
Save in:	🗃 Backup				•	<b>←</b> €	r 1	
My Recent Documents Desktop								
My Documents								
My Computer					_			
	File name:	.imb			_		•	Save
My Network Places	Save as type:	DS-Serie	es Intramail	l Greeting &	Data	Files (*.im	b <u>.</u>	Cancel

- The default backup directory is C:\NEC\DS-Series\Intramail\Backup.
- You can create a directory for your backup anywhere on your PC's hard drive. If you are maintaining several customer sites, consider making a separate folder for each site.
- Caller ID data stored as part of an incoming voice message is not retained during the backup. This information is lost.
- 2. Select the location on your PC hard drive in which you want to store the backup files and click **Save**. The backup may take several minutes. When the backup completes, you see:



3. Click OK.

## Part 5: Restoring a Backed-up Database to the IntraMail CompactFlash Card

You can restore the system voice prompts as well as the recorded names, messages and greetings backed-up on your PC's hard drive to the IntraMail CompactFlash Card.

1. To restore your backed-up data to your IntraMail CompactFlash Card, click Restore. You see:

Open						?×
Look in:	Backup		-	<b>←</b> €	₫ 🗐 -	
My Recent Documents Desktop						
My Documents						
My Computer						
My Network Places	File name:	r.imb			•	Open
Fiaces	Files of type:	NEC Intramail Greeting & Data Fi	iles (	.imb)	•	Cancel

- Restoring a database to an IntraMail Compact Flash Card will erase all the data currently stored on the card.
- Be sure you restore your backed-up database to an Intramail CompactFlash Card of the same capacity (4 hour vs. 8 hour).
- Do not attempt to restore an 8 hour database to a 4 hour IntraMail CompactFlash Card.
- 2. Select the previously backed up database on your PC's hard drive and click OK.
  - The restore will take several minutes.
- **3.** When the restore completes, you see:



**4.** Click **OK**.

## Part 6: Updating the System Prompts

You may need to update the IntraMail system prompts on the IntraMail CompactFlash Card to be able to use new features. The documentation that came with your new software will tell you when this is required.

1. To update your system prompts, click Update. You see:

Open						?×
Look in:	Prompts		•	+ E	₫	
My Recent Documents Desktop	PromptUpda	te.imp				
My Documents						
My Computer						
My Network	File name:	<sup>8</sup> imp			•	Open
Places	Files of type:	NEC Intramail Greeting & Data	Files	(*.imp)	•	Cancel

- The default location for the system prompt file is C:\NEC\DS-Series\Intramail\Prompts.
- Recorded names, messages and greetings are not lost when you update the system voice prompts.
- 2. Select the file *PromptUpdate.imp* and click **Open**. When the prompt update completes, you see:

DS-Serie	es IntraMail Utility 🔀	
	Prompt Update complete.	
	ОК	

• If the system voice prompt set currently on the IntraMail CompactFlash Card is newer than the prompt set you are trying to send, you see a message similar to:.

DS-Serie	es IntraMail Utility	×
	The Prompt Update is version 1.10 and the IntraMail Card prompts are version 1.00. We IntraMail Card prompts with version 1.10? Yes No	ould you like to replace the

Click Yes to overwrite the newer prompt set or No to cancel the update.

• Overwriting a newer system voice prompt set with an older set may disable certain IntraMail features.

## Part 7: Initializing the Intramail CompactFlash Card

The DS-Series IntraMail Utility provides you with the option of initializing (reformatting) the IntraMail CompactFlash Card. *Initializing completely erases the card and loads the latest system voice prompts. All recorded names, messages and greetings are permanently erased during initialization.* 

1. To initialize the IntraMail CompactFlash Card, click Initialize. You see:

DS-Serie	s IntraMail Utility 🛛 🛛
	You are about to re-format the IntraMail card. Do you want to continue?
	Yes No

2. Click Yes to continue with the initialization or No to cancel. If you click Yes, you see:

DS-Series IntraMail Utility					
	The next dialog will show the Format options. Please select the 'FAT' (not 'FAT32') for the File System type, 'FAT' option must be selected or the IntraMail card will not work in the system.	The			
	ОК				

• This screen instructs you to select the FAT format option in step 3 below. Click **OK** to continue. You see the Format Screen:

Format Removable Disk (F:)	<i>Capacity</i> indicates the storage capacity of your IntraMail CompactFlash Card. <i>You cannot change this option</i> .
61.1 MB	For File system, you must choose FAT. If you choose FAT32, your IntraMail CompactFlash Card will not work in your IntraMail PCB.
Allocation unit size Default allocation size	You cannot change the <i>Allocation unit size</i> option. It should be set as shown.
Volume label  Format options  Quick Format Enable Compression Create an MS-DOS startup disk	To help identify an Intramail CompactFlash Card, optionally enter a <i>Volume label</i> . The label can be up to 11 characters, and typically represents a site or customer. The DS-Series IntraMail Utility will display the volume label in the <i>IntraMail Card: Device</i> field.
Start Close	The setting for the <i>Quick Format</i> option does not matter. Leave it either checked or unchecked.
	Optionally click <i>Close</i> to abort the initialization.

3. Once you have made the proper selections in step 2 above, click Start. You see:



4. Click OK to initialize the IntraMail CompactFlash Card, or Cancel to exit without initializing.

# Part 7: Initializing the Intramail CompactFlash Card (Cont'd)

**5.** When the initialization is complete, you see:



- 6. Click **OK** to return to the *Format Screen*, then **Close** to return to the *Main Screen*.
  - The system voice prompts will automatically be restored to the IntraMail CompactFlash Card after you click Close.





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