Using the NEC IntraMail Utility (P/N 80054-V01.**.**)

***Use the NEC 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).
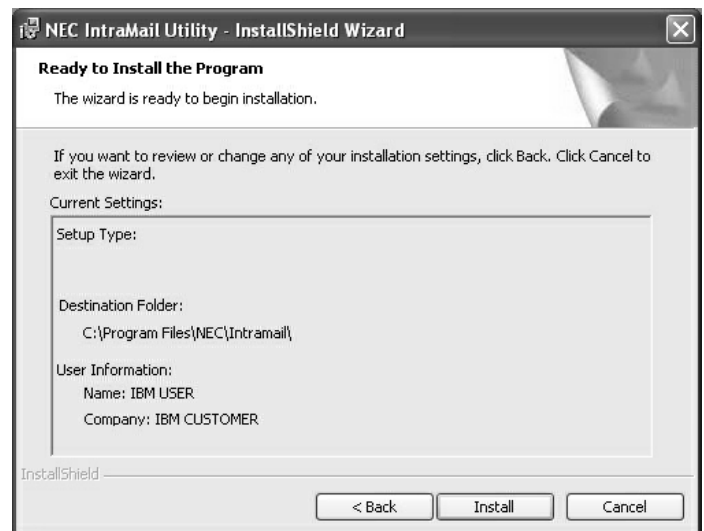
Part 1: Installation

1. Insert your IntraMail Utility CD or double-click the installer file (e.g., *intramail_utility_install.exe*.) Once the installer starts, you see:
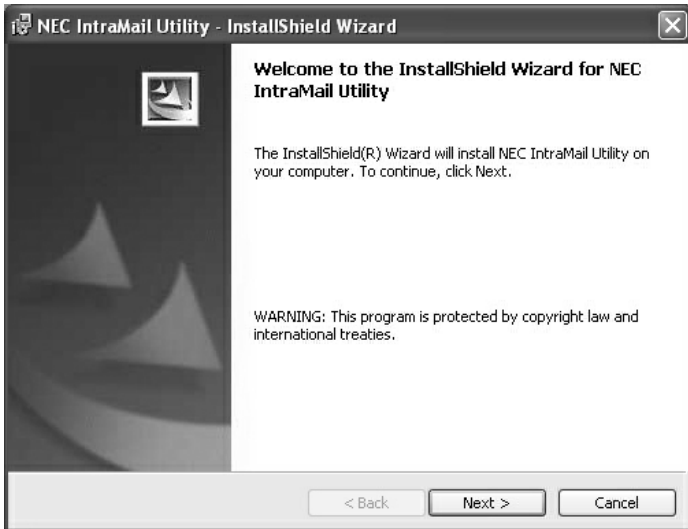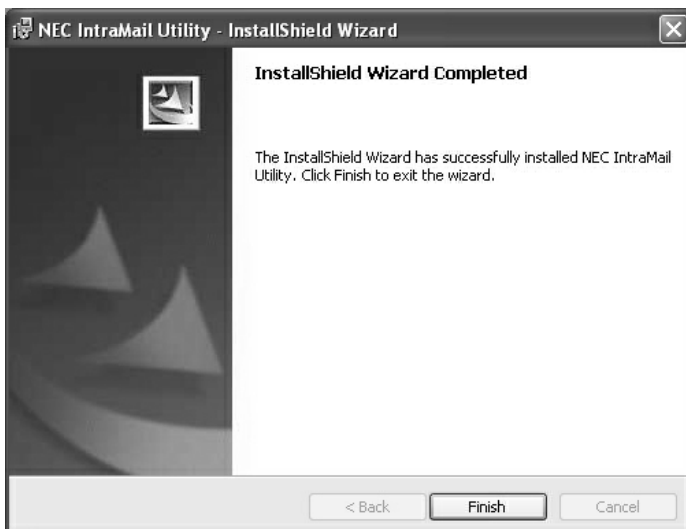

2. When you see the screen at left, click **Next>**.

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


4. When you see the screen at left, click **Finish** to complete the installation.

Part 2: Starting the IntraMail Utility

1. Turn off your telephone system and access the IntraMail PCB. (Refer to the *IntraMail Quick Setup Guide* 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 *IntraMail Utility* shortcut on your PC desktop. You see the **Main Screen**.
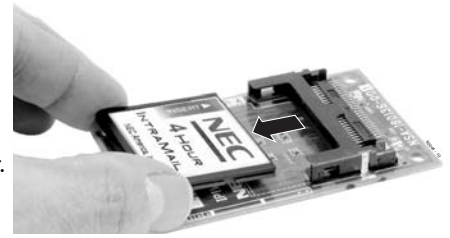
To check the utility version number, click here then select *About NEC IntraMail Utility ...*
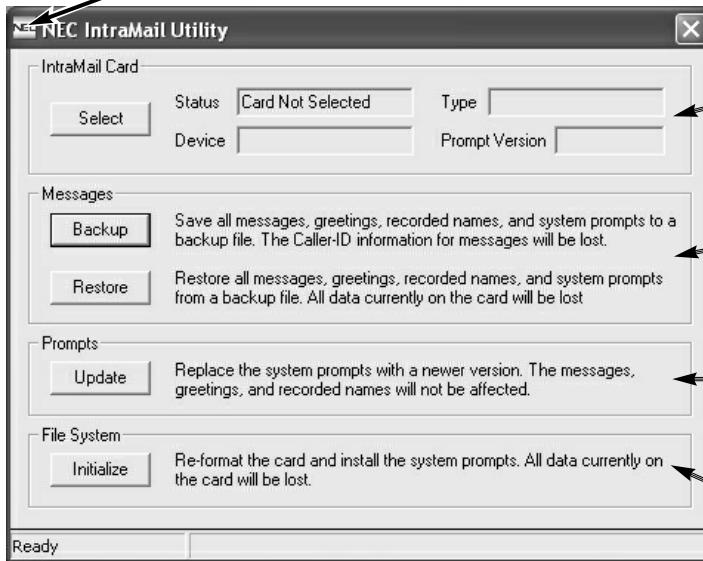
Select your CompactFlash Reader and display important IntraMail CompactFlash card information.

Backup to your PC and *restore* the voice prompts as well as recorded names, messages and greetings stored on the IntraMail CompactFlash Card.

Update the voice prompts stored on the IntraMail CompactFlash Card (required for feature upgrades).

Optionally *initialize* (completely erase) the IntraMail CompactFlash card and load the latest 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:
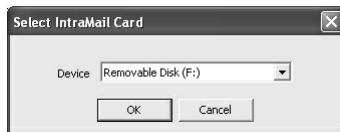
● If you change the IntraMail CompactFlash Card in the middle of an IntraMail Utility session, click **Select** to read the new card.

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.
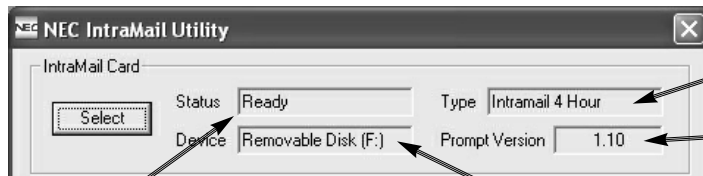
Type of IntraMail (4 hour or 8 hour).

The version of the system prompts on the IntraMail CompactFlash card.

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

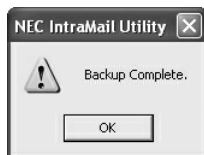The card reader drive ID or volume label (if any).

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:
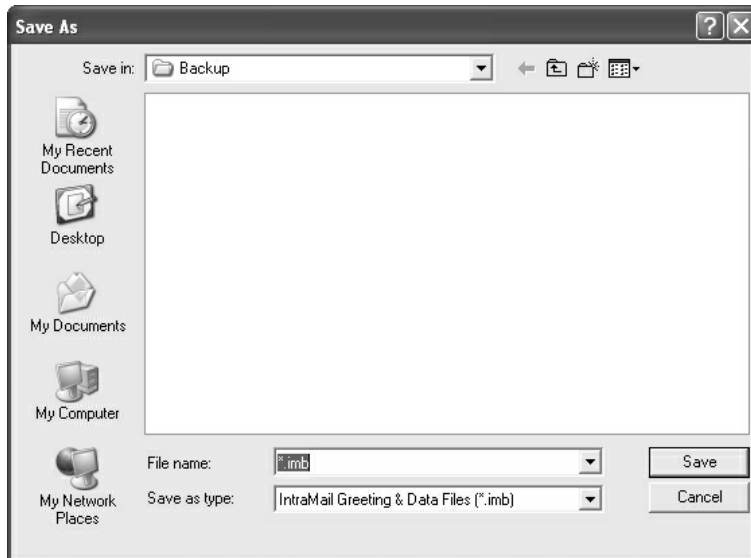
- The default backup directory is C:\NEC\Intramail\Backup.
- You can create a directory for your backup anywhere on your PC's hard drive. If you are maintaining several customer sites, consider making a separate folder for each site.
- *Caller ID data stored as part of an incoming voice message is not retained during the backup. This information is lost.*
- *After the backup, messages stored in Subscriber Mailboxes may be restored as new messages.*

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:
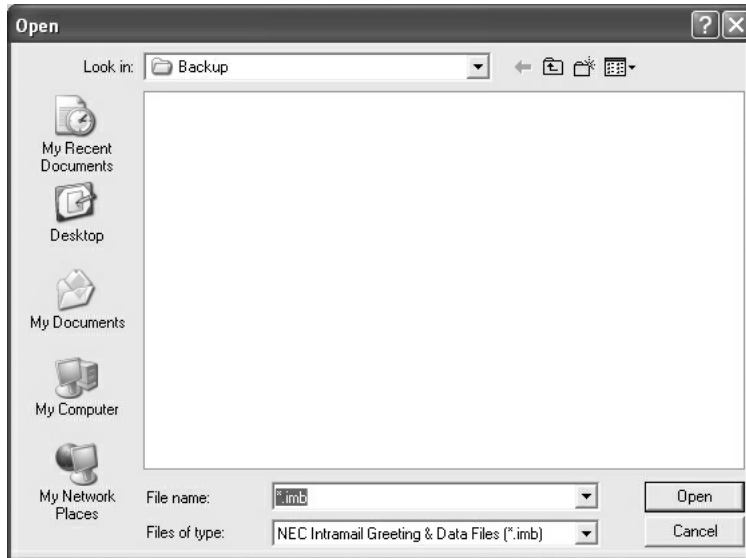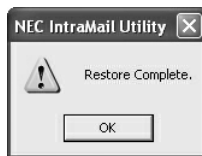

3. Click **OK**.

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:

- *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.
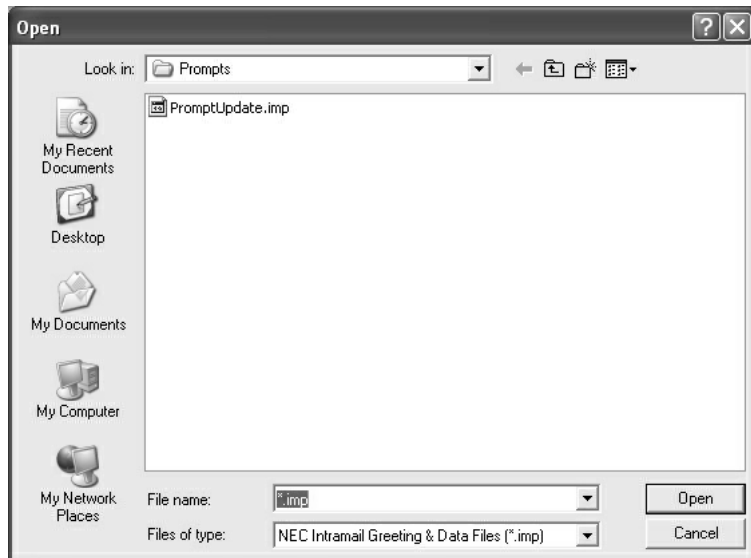
3. When the restore completes, you see:

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:

- The default location for the system prompt file is C:\NEC\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:

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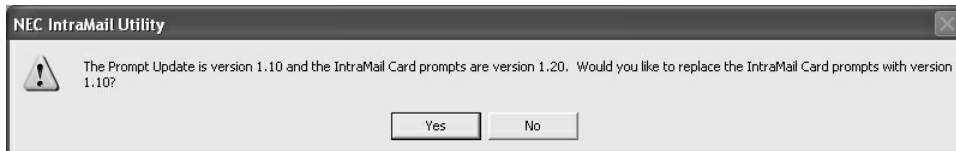
Click **Yes** to overwrite the newer prompt set or **No** to cancel the update.

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

Part 7: Initializing the Intramail CompactFlash Card

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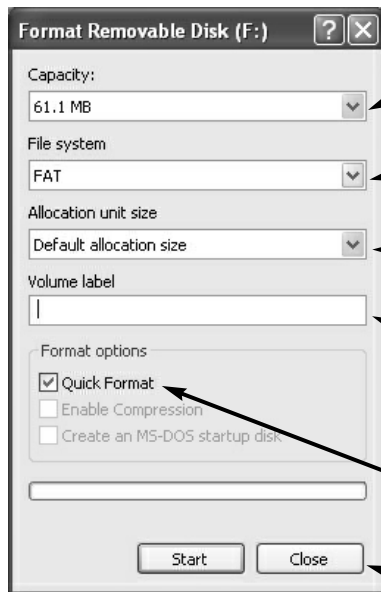
1. To initialize the IntraMail CompactFlash Card, click **Initialize**. You see:

   NEC IntraMail Utility

   ⚠ You are about to re-format the IntraMail card. Do you want to continue?

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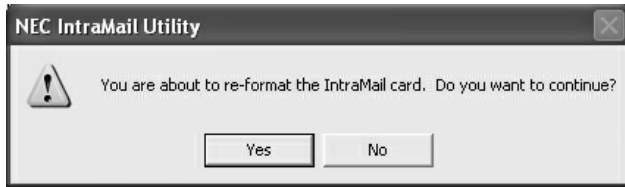
2. Click **Yes** to continue with the initialization or **No** to cancel. If you click **Yes**, you see:

   NEC IntraMail Utility

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

   [OK]

   ● 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:)

   Capacity:
   61.1 MB

   File system
   FAT

   Allocation unit size
   Default allocation size

   Volume label

   Format options
   ☑ Quick Format
   ☐ Enable Compression
   ☐ Create an MS-DOS startup disk

   [Start]   [Close]

   Capacity indicates the storage capacity of your IntraMail CompactFlash Card. *You cannot change this option*.

   For *File system*, you *must* choose **FAT**. *If you choose FAT32, your IntraMail CompactFlash Card will not work in your IntraMail PCB.*

   You cannot change the *Allocation unit size* option. It should be set as shown.

   To help identify an Intramail CompactFlash Card, optionally enter a *Volume label*. The label can be up to 11 characters, and typically represents a site or customer. The IntraMail Utility will display the volume label in the *IntraMail Card: Device* field.

   The setting for the *Quick Format* option does not matter. Leave it either checked or unchecked.

   Optionally click *Close* to abort the initialization.

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

   Format Removable Disk (F:)

   ⚠ WARNING: Formatting will erase ALL data on this disk.
   To format the disk, click OK. To quit, click CANCEL.

   [OK]   [Cancel]

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**.

NEC

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