

STEPS IN CREATING A MAILBOX

ADDING, DELETING OR MAKING CHANGES TO MAILBOXES

Press **feature 983**

Enter **1020000** plus ok

Press **MBOX**

Press **ADD, DELETE or CHANGE**

Enter **mailbox number**

Enter **extension number**

Press **1** plus ok

Spell name (first or last name) plus ok

Press **yes**

Press **yes**

Press **RLS**

TO RESET A PASSWORD

Press **feature 983**

Enter **1020000** plus ok

Press **MBOX**

Press **CHNG**

Enter **extension number**

Press **RESET**

(This resets the password to for the mailbox to 0000)

Refer to initializing mailbox to change password

TO RECORD INTRODUCTION COMPANY GREETING

Press **feature 983**

Enter **1020000** plus ok

Enter **AA**

Press **GRTG**

Press **GRTG**

Enter **1** plus ok

Press **REC**

After recording greeting press ok

Press **RETRY** to re-record or press play to listen recording

Press ok to save

VOICE MAIL FEATURES

ENTERING MAILBOX FROM YOUR PHONE

Press feature 981

Enter password number

Press OK

LEAVING A MESSAGE IN ANOTHER MAILBOX FROM YOUR PHONE

Press feature 980

Enter mailbox number

Press Ok

TRANSFERRING A CALLER TO ANOTHER MAILBOX

Press feature 986 while the caller is on the line

Dial extension number and then press the release button

TO INITIALIZE YOUR MAILBOX FROM YOUR PHONE

Press feature 981

Enter default password number 0000

Enter your password number not beginning with 0

At the tone record your first and last name

Follow the prompts to accept or retry if you need to

Press OK to accept

If you want to record a primary greeting for your mailbox

Press GREET

Press RECORD

Press PRIME

PRESS RECORD

At the tone record your greeting then press OK stop

Press play to listen to the greeting or retry to re-record

If your satisfied with greeting press OK to save

TO CHANGE THE RECORDING OF YOUR NAME IN YOUR MAILBOX

Press feature 981

Enter password

Press OK

Press ADMIN or follow voice prompts

Press 1

At the tone record your name

Press OK to end recording

Press Ok to accept recording

TO CHANGE THE PRIMARY GREETING IN YOUR MAILBOX

Press feature 981

Enter password + OK

Press ADMIN or follow voice prompts

Press GREET

Press REC

Press PRIME

Press YES

At the tone record greeting

Press OK

Play it back, retry if you do not like it

Press OK to accept recording

TO ACCESS MAILBOX FROM YOUR PHONE

Press feature 981

Enter password + OK

TO LISTEN TO YOUR MESSAGES FROM OUTSIDE THE OFFICE

Dial main telephone number

Press ** when you hear the company greeting

Enter mailbox number and 4 digit password + #