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## **Administration Mailbox**

### **Getting into the administrative mailbox:**

1. Get into voicemail (normally 0, 750 or 850)
2. Press # (pound)
3. Press \* (star)
4. Enter Admin Mailbox \_\_\_\_\_
5. Dial password \_\_\_\_\_
6. Press 8 for system administration

### **Reset security code:**

1. Follow instructions for getting into the administrative mailbox
2. Press 4 to manage users
3. Enter the mailbox number
4. Press #
5. Press 5 to reset security code
  - Note: The new security code will be the mailbox number followed by “1” or “997”; for example, mailbox 202’s default security code will be 2021 or 202997.

### **Reset mailbox – bring mailbox to default with tutorial:**

1. Follow instructions for getting into the administrative mailbox
2. Press 4 to manage users
3. Enter the mailbox number
4. Press #
5. Press 3 to reset entire mailbox
  - Note: This will erase the greetings and messages.

### **Change time:**

1. Follow instructions for getting into the administrative mailbox
2. Press 6 for set date and time
3. Press 2 to set the time
4. Please use military time and enter the time in this order: hhmmss (hour, minute, second – each requires two digits).
5. Press # (pound)
6. Press 1 to confirm

### **Change names on mailbox (not applicable on all voicemails):**

1. Follow instructions for getting into the administrative mailbox
2. Press 5 for add mailbox
3. Enter the mailbox number
4. Press 1 to confirm entry
5. Press 1 to change directory name 1
6. Press 2 to change directory name 2
7. Press 9 to save changes

# System Administrator Menu

System Administration is an option designed for the System Administrator to create system lists and to manage system-wide functions (see Figure 1).

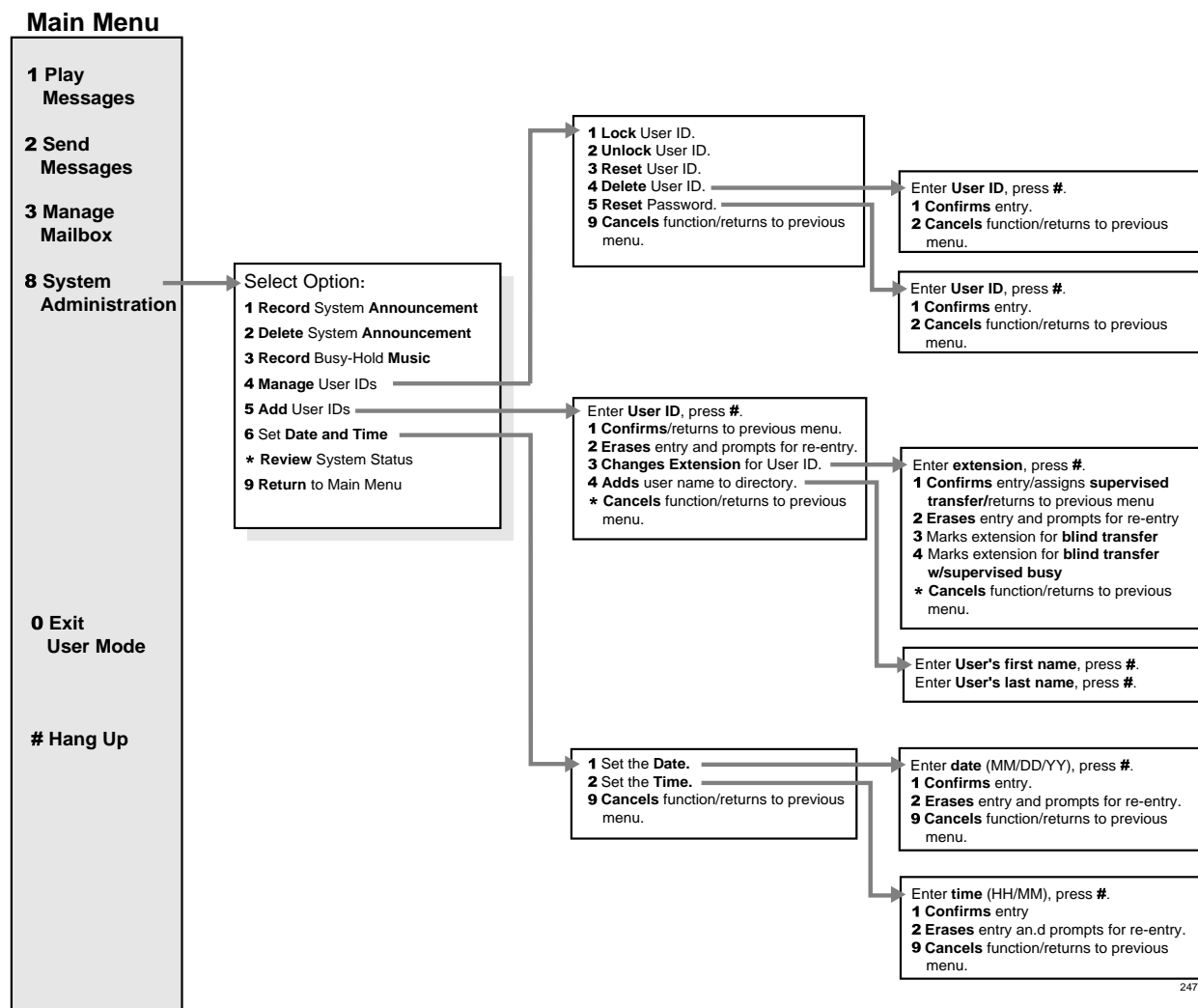


Figure 1 System Administrator Menu