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## VOICE MAIL Administration Instructions TVM

( SYSTEM PASSWORD = \_\_\_\_\_ )

### Creating and Editing a Mailbox

The System Manager can create and edit subscriber mailboxes by following the steps below. While editing a mailbox's parameters, press [1] to save the current setting or press [2] to leave the setting unchanged.

When creating a new mailbox, the following parameters can be set:

- Mailbox Number
  - **(REQUIRED)**
- Subscriber's Spoken Name—The VPS allows a maximum of 10 s for each name.
  - **(REQUIRED)**
- Extension Number
  - **(REQUIRED)**
- Initial 3 or 4 Letters of the Subscriber's First Name—Enter only the first 3 or 4 letters of the owner's first name.
  - **(REQUIRED IF YOU HAVE A DIAL BY NAME DIRECTORY)**
- Initial 3 or 4 Letters of the Subscriber's Last Name—Enter only the first 3 or 4 letters of the subscriber's last name.
  - **(REQUIRED IF YOU HAVE A DIAL BY NAME DIRECTORY)**
- Class of Service Number—Enter any COS number (1-62).
  - **(DEFAULT 1 – DON'T CHANGE UNLESS INSTRUCTED TO)**
- Interview Mailbox Number—Interview Mailbox Numbers must not be the same number as an existing mailbox.
- All Calls Transfer Mailbox
  - **(DEFAULT IS DISABLED. DO NOT CHANGE)**
- Message Notification
  - **DON'T CHANGE**
- External Message Delivery
  - **DON'T CHANGE**
- Auto Forwarding Status
  - **DON'T CHANGE**



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**Follow the steps listed below to create, edit or delete any mailbox parameter.**

1. **Log in** to the System Manager's mailbox. (Press CALL VM, then dial #6\* 999 **(SYSTEM PASSWORD) #** )
2. **Press [4]** for Other Features.
3. **Press [1]** for Mailbox Setup.
4. **Press [1]** to Assign or Edit.
5. **Enter the mailbox number.**
6. **Press [2]** to accept the entry.
7. As each parameter is announced:
  - a) **Press [1]** to enter the new parameter or **[2]** to leave the parameter unchanged.
  - b) Enter the parameter.
  - c) Confirm the new parameter is correct, then **press [2]** to accept it.
8. The Auto Forwarding Status parameter is the last parameter to be entered. When this entry is completed, the prompt at Step 4 will appear. Continue assigning or editing other mailboxes by repeating Steps 5-7.
9. To return to the Main Menu, **press [ \* ]** twice.

### **Deleting a Mailbox**

The System Manager should delete mailboxes that are no longer needed. When another person accesses the VPS, the action is automatically cancelled.

1. **Log in** to the System Manager's mailbox. (Press CALL VM, then dial #6\* 999 **(SYSTEM PASSWORD) #** )
2. **Press [4]** for Other Features.
3. **Press [1]** for Mailbox Setup.
4. **Press [2]** for Delete.
5. **Enter the mailbox number.**
6. **Press [1]** to delete the mailbox.

### **Resetting a Mailbox Password**

When a password is forgotten, the System Manager must reset the password before it can be reassigned by the subscriber.

1. **Log in** to the System Manager's mailbox. (Press CALL VM, then dial #6\* 999 **(SYSTEM PASSWORD) #** )
2. **Press [4]** for Other Features.
3. **Press [1]** for the Mailbox Setup.
4. **Press [3]** for Password Reset.
5. **Enter the mailbox number.**
6. **Press [1]** to delete the password.