Aspire IntraMail

Quick Reference for System Administrators
[Super Display Soft Key] - [Keyset Soft Key]

Using System Administrator Options [System Admin] - [N/A]

Calling a System Administrator (**SA**) Mailbox	**From administrator's telephone:** Press **MSG** **From any ext:** Press idle **CALL** key ● Dial *IntraMail* master number (normally 700) ● Dial SA mailbox number (normally 301) ● Dial security code. **From outside the company:** Call *IntraMail* ● Dial **#** during company greeting ● Dial SA mailbox number ● Dial security code
To record an **I**nstruction Menu or Directory Dialing Message	Call System Administrator Mailbox ● Press **S A** ● Press **I** **[Instruction] - [Instr]** An Instruction Menu is for a Call Routing Mailbox. This menu greets the caller and tells them what to dial (e.g. ***Please dial the extension you wish to reach, or dial 1 for sales***).
To record an **A**nnouncement Message	Call System Administrator Mailbox ● Press **S A** ● Press **A**, or **[Announcement] - [Annc]** An Announcement Message is for an Announcement Mailbox.
To set up Answer Schedule **O**verride	Call System Administrator Mailbox ● Press **S A** ● Press **O**, or **[Schedule Override] - [N/A]** Answer Schedule Override provides alternate answering for Automated Attendant calls.
To hear the **V**ersion of the IntraMail voice prompts	Call System Administrator Mailbox ● Press **S A** ● Press **V**.

Using Subscriber Maintenance Options [Subscriber] - [Subs]

To **E**rase **A**ll Messages	Call System Administrator Mailbox ● Press **S A** ● Press **S** ● Dial subscriber's mailbox ● Press **E A**, or
	[Erase All Messages] - [Msgs]
	This lets you erase all the messages in a Subscriber Mailbox.
To **E**rase a Mailbox **G**reeting	Call System Administrator Mailbox ● Press **S A** ● Press **S** ● Dial subscriber's mailbox ● Press **E G**, or
	[Erase Greeting] - [Greet]
	This lets you erase a Subscriber Mailbox greeting. With Multiple Greetings, this erases all greetings and resets the active greeting to 1.
To **E**rase a Mailbox **N**ame	Call System Administrator Mailbox ● Press **S A** ● Press **S** ● Dial subscriber's mailbox ● Press **E N**, or
	[Erase Name] - [Name]
	This lets you erase a Subscriber Mailbox name.
To Delete a Mailbox **S**ecurity Code	Call System Administrator Mailbox ● Press **S A** ● Press **S** ● Dial subscriber's mailbox ● Press **S**, or
	[Erase Security Code] - [N/A]
	This lets you delete a Subscriber Mailbox security code.
To record a Mailbox **N**ame	Call System Administrator Mailbox ● Press **S A** ● Press **S** ● Dial subscriber's mailbox ● Press **N**, or
	[Record New Name] - [Name]
	The name replaces the mailbox number in the *IntraMail* voice prompts.

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November 18, 2004
Printed in U.S.A.