

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

## Using Subscriber Maintenance Options [Subscriber] - [Subs]

To Erase **All** 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 Erase a Mailbox Greeting 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.

To Erase a Mailbox Name 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 Security 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 Name 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.

# NEC

NEC Unified Solutions, Inc.  
4 Forest Parkway, Shelton, CT 06484  
TEL: 203-926-5400 FAX: 203-929-0535  
[www.necunifiedsolutions.com](http://www.necunifiedsolutions.com)



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