

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 Instruction Menu

Call System Administrator Mailbox • Press **SA** • 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 Announcement Message

Call System Administrator Mailbox • Press **SA** • Press **A**, or

[Announcement] - [Annc]

An Announcement Message is for an Announcement Mailbox.

To set up Answer Schedule Override

Call System Administrator Mailbox • Press **SA** • Press **O**, or

[Schedule Override] - [N/A]

Answer Schedule Override provides alternate answering for Automated Attendant calls.

To hear the Version of the IntraMail voice prompts

Call System Administrator Mailbox • Press **SA** • Press **V**.

Using Subscriber Maintenance Options [Subscriber] - [Subs]

To Erase All Messages

Call System Administrator Mailbox • Press **SA** • Press **S** • Dial subscriber's mailbox • Press **EA**, 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 **SA** • Press **S** • Dial subscriber's mailbox • Press **EG**, or

[Erase Greeting] - [Greet]

This lets you erase a Subscriber Mailbox greeting.

To Erase a Mailbox Name

Call System Administrator Mailbox • Press **SA** • Press **S** • Dial subscriber's mailbox • Press **EN**, or

[Erase Name] - [Name]

This lets you erase a Subscriber Mailbox name.

To Delete a Mailbox Security Code

Call System Administrator Mailbox • Press **SA** • 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 **SA** • 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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