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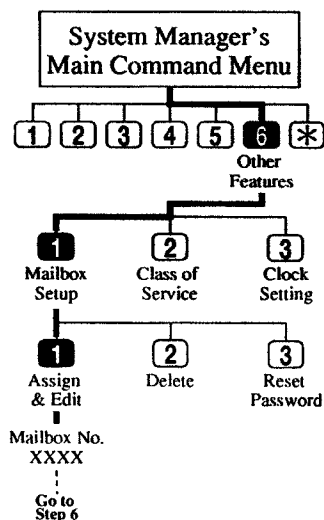


5.3 Setting up Mailboxes

Your primary duty as System Manager will be to create mailboxes for new VPS Subscribers and to keep the system organized by deleting unneeded passwords and mailboxes. You will also have the task of the System Administrator. All you need to carry out such a job is the mailbox number.

5.3.1 Creating and Editing a Mailbox

One of your jobs as System Manager is to create new mailboxes for established Subscribers and edit a mailbox for new Subscribers instead of the System Administrator. This allows established Subscribers to expand their systems and forms the basis for new Subscribers' systems. To create a new mailbox, you will have to answer a number of prompts. These enable or disable certain functions related with the Subscriber's mailbox. Make sure to record each of these decisions for each mailbox on the Worksheets provided.



See **Setting up Mailboxes** in Chapter 4 for detailed information.

- 1 Log in the main command menu.
- 2 Press **6** for Other Features.
- 3 Press **1** to set up a mailbox.
- 4 Press **1** to assign and edit the mailbox.
- 5 Enter the mailbox number.
- 6 Press **2** to accept.


Subscriber's Voiced Name

To install a mailbox in the system, you must record the Subscriber's name. The VPS allows you to record the name for a maximum of four seconds, and the name should be spoken slowly and clearly. It should be the name by which the Subscriber is most commonly called, because this will be the name he and the system will use for notification of messages or announcements.

- 7 The current owner's name is played.
Press **1** to record a new name.
- 8 Record the name and press **1**.
- 9 Confirm the owner's name and press **2** to accept it.

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Extension Number

- 10 The current extension number is played.
Press **1** to enter a new extension.
 - 11 Enter **the extension number**.
 - 12 Confirm the extension number and press **2** to accept it.
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Initial 3 or 4 Letters of Subscriber's Last Name

- 13 The current owner's name is played.
Press **1** to enter a new owner's name by spelling.
- 14 Enter the first 3 or 4 letters of the owner's last name.
- 15 Confirm the owner's name and press **2** to accept it.

Class of Service No.

- 16 The current Class of Service number is played.
Press **1** to change the COS number.
- 17 Enter **the COS number (1 - 64)**.
- 18 Confirm the COS number and press **2** to accept it.

Interview Mailbox No.

- 19 The current interview mailbox number is played.
Press **1** to set a new interview mailbox number.
These numbers should be different from the owner's mailbox number.
- 20 Enter **the new interview mailbox number**.
- 21 Confirm the interview mailbox number and press **2** to accept it.

All Calls Transfer to Mailbox

- 22 The current status of all calls transferring is played.
Press **1** to change the current setting (enable or disable).

The mailbox assignment operation is finished and you will go to the prompt of step 3.

You can continue assigning or editing other mailboxes by repeating steps 4 - 22.

To return to the main command menu, press ***** twice.

Tip:

Step 7, 10, 13, 19

- When editing an already assigned mailbox.
 - If you want to delete the current settings, you can press [3].
 - If you do not want to change the settings, you can press [2].