

# Electra **Elite** IPK II InMail

## Quick Reference for System Administrators

[Multiline Soft Key]

### Using System Administrator Options

Calling a System Administrator (SA) Mailbox

**From administrator's telephone:** Press **MSG** or the VoiceMail Function Key (if one is programmed on the phone).

**From any ext:** Press **SPEAKER** key • Dial *In-Mail* Pilot number (normally 200) • Dial SA mailbox number (normally 101) • Dial security code.

**From outside the company:** Call *In-Mail* • Dial **#** during company greeting • Dial SA mailbox number • Dial security code

To record an Instruction Menu or Directory Dialing Message

Call System Administrator Mailbox • Press **S A** • Press **I**

[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 **S A** • Press **A**, or

[Annc]

An Announcement Message is for an Announcement Mailbox.

To set up Answer Schedule Override

Call System Administrator Mailbox • Press **S A** • Press **O**, or

[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 **S A** • Press **V**.

## Using Subscriber Maintenance Options [Subs]

To **E**rase **A**ll Messages Call System Administrator Mailbox ● Press **S A** ● Press **S** ● Dial subscriber's mailbox ● Press **E A**, or  
**[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  
**[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  
**[Name]**

This lets you erase a Subscriber Mailbox name.

To **D**elete a Mailbox **S**ecurity Code Call System Administrator Mailbox ● Press **S A** ● Press **S** ● Dial subscriber's mailbox ● Press **S**, or

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

The name replaces the mailbox number in the *IntraMail* voice prompts.

## NEC

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