



## TOSHIBA STRATEGY VOICEMAIL SYSTEM ADMINISTRATION MAILBOX: 999

1. Dial Voicemail Extension \_\_\_\_\_
2. When you hear "Enter your security code" press #
3. When you hear the **Main Greeting**, press \*
4. Enter User ID 999 and then press #
5. Security Code 999 (or 999997) and then press #
6. Press 8 for System Administration, then choose:
  - 1) Record System Announcement
  - 2) Delete System Announcement
  - 3) Record Busy Hold Music
  - 4) Manage Users
  - 5) Add New User ID
  - 6) Set System Time and Date
  - \* To Review System Status

### RE-SET A PASSWORD (from inside the building)

- Use above Steps 1-6 to access System Administration Mailbox
- Press 4 to Manage Users
- Enter the Mailbox Extension Number you want to Re-set
- **Press 5 to Re-set User Security Code**  
*(The default security code will then be the mailbox number plus 997)*
- **OR, you may Press 3 to Re-Set the Mailbox**  
*(This will wipe out all greetings, messages, names, etc. and turn on the tutorial)*

### ADD USER TO A DIAL-BY-NAME DIRECTORY

- Use above Steps 1-6 to access System Administration Mailbox
- Press 5 to Add User ID
- Enter the User ID (Mailbox Number) and press #
- Press 4 to Add User Name to Directory
- Follow the prompts to enter name via telephone keypad

### SET VOICEMAIL DATE AND TIME

- Use above Steps 1-6 to access System Administration Mailbox
- Press 6 to set Date and Time
- Follow the prompts to enter information via telephone keypad  
*(Time should be entered in military time: HH/MM/SS)*

{ **Never Change the Security Code for Mailbox 999 without Notifying EMI** }

... BECAUSE YOUR BUSINESS IS ON THE LINE