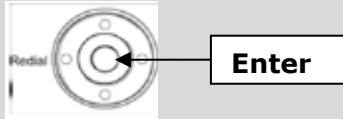


Accessing System Administration:

Press Button under VMSG in the Display **OR** dial message access number **OR** press ENTER



This will enter your own voice mail

Enter: Security Code

Press: Soft keys MORE or >>> (Arrows), MGR

To add a new Mailbox

- Enter **system Administration**
- Press CHBX (Change Mailbox)
- Enter extension number, if this is a new mail box it will ask do you want to add a new mailbox, press 1 for yes
-

To delete a Security Code (if some one has forgotten their code)

- Enter **system Administration**
- Press CHBX (Change Mailbox)
- Enter the mailbox number, the system will say this mailbox has a security code would you like to remove it
- Press 1 for yes

To delete a Mail box

- Enter **system Administration**
- Press CHBX (Change Mailbox)
- Enter the mailbox number, the system will say this mailbox has a security code would you like to remove it, Press 2 for no
- Press 1 for yes when asked if you want to reset the mailbox to new

To change the Main Greeting:

- Enter **system Administration**
- Press GREET
- Follow Prompts
- Change to Holiday mode: Press 2 for no
- Next it asks would you like to change the greeting for opening box
- Press 1 for yes
- Your day time greeting is (then it will play) would you like to change it, press 1 for yes (repeat for night greeting)

Note:

- **The system automatically switches between the day and night greetings during regular hours. You would activate the holiday greeting when you are closed during regular hours (example Family Day, Thanksgiving, ETC). Then when you reopen change back to the Standard Day/Night greetings.**

Elite Voice Mail System Administration

CCSI

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