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### **Administration Mailbox**

#### **Getting into the administrative mailbox:**

1. Get into voicemail (normally 0, 750 or 850)
2. Press # (pound)
3. Press \* (star)
4. Enter Admin mailbox \_\_\_\_\_
5. Dial password \_\_\_\_\_
6. Press 8 for system administration

#### **Reset mailbox – bring mailbox to default with tutorial:**

1. Follow instructions for getting into the administrative mailbox
2. Press 4 to manage users
3. Enter the mailbox number
4. Press #
5. Press 3 to reset entire mailbox
  - Note: This will erase the greetings and messages.

#### **Review System Status**

1. Follow instructions for getting into the administrative mailbox
2. Press \* to manage users