

# Texas TeleSys, Inc.

Your Telecom Solution! 512.468.8392

## Adding New Mailboxes

Press Feature 983

Log: (Password) See Below

For 2 Digit Extensions default Password is 120000

For 3 Digit Extensions default Password is  
1020000

For 4 Digit Extensions default Password is 10020000

Display shows QUIT RETRY OK, press OK

MBOX AA OTHER, Press MBOX

ADD DEL CHNG, Press ADD

Mbox:###, Enter Mail Box Number that you are adding.

Type: subscriber, Press OK

Ext:###, Enter Extension number that mail box is being assigned to.

Service class: Enter 1 for service class 1

Name: Enter Name using the keypad. (last name first. # sign twice will enter comma)  
When complete press OK

Directory? Should be Yes

Msq waiting? Should be Yes

Outdial: (none)

LINE POOL (none)

Alt: ext: (none)

Xfer:blind (none)

Press Rls to end session or Next to add another mailbox.

At the extension that you added voice mail to, initialize the mailbox.

Dial Feature 981 Pswd:0000

Initial password for this mailbox is 0000

You will be prompted to change you password. (Cannot begin with a 0)

Follow voice prompts to complete setting up mailbox.