NEC
UX5000

System Administration
IntraMail

Note: System Administration can only be accessed through System Administrators mailbox.

To Change greetings:
Access System Administrators mailbox _____
Enter in security code
Dial SA (72) for System Administration
Dial I (4) for Instruction Messages
Dial 001 for Day Greeting (this is the greeting that plays during the hours you are open)
Dial 002 for Night Greeting (this is the greeting that plays after regular business hours)
Dial 003 for Schedule Override Greeting (this is a message that you can record to play to customers during abnormal conditions like snow days *** see below**)
Dial L (5) to Listen to the current recording
Dial R (7) to Record a new greeting

To Activate Schedule Override Greeting (Emergency Greeting):
Schedule Override is used primarily as an 'Emergency' greeting. Instead of rerecording the day and night greetings to indicate that you'll be closed due to weather, company meeting, etc, you can activate the Schedule Override greeting and then simply turn it off when normal office hours resume.

Access System Administrators mailbox
Enter in security code
Dial SA (72) for System Administration
Dial O (6) for Schedule Override
Enter the table number _____ (typically 1)
Enter in mailbox number _____ (typically 003)
Dial O (6) to turn Schedule Override On/Off

Change subscribers features
Dial S (7) for Subscriber Maintenance
Enter extension of subscriber
EA (32) Erases All messages in mailbox
EG (34) Erases Greeting
EN (36) Erases recorded Name
S (7) Erases Security code
N (6) Records new Name in mailbox