Aspire S IntraMail
System Administration

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

To Change greetings:
Dial 500, wait for the system to answer
Access System Administrators mailbox _____ (usually the front desk person or "head honcho")
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 Scheduled Override/Emergency Greeting (Plays over your day/night greeting until deactivated)
Dial L (5) to Listen to the current recording
Dial R (7) to Record a new greeting

Other Greetings:

To Activate Schedule Override 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. Must record greeting indicated above before activating the scheduled override below.

Access System Administrators mailbox
Enter in security code
Dial SA (72) for System Administration
Dial O (6) for Schedule Override
Enter in mailbox number _____
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