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## HOW TO: USE SYSTEM ADMINISTRATOR *for SL2100 Inmail Voicemail Systems*

The steps below can be performed by pressing a numbered key on your phone's keypad, or by pressing a 'soft key' just below your phone's display. The soft keys are context sensitive, so keep an eye on the display to stay current.

From an extension with System Administrator access (usually 301 or 101):

1. Lift handset and press the **VMsg** key.
  2. Enter security code (if requested).
  3. Dial **72** for System Administrator.
  4. Select the feature you want (described below) and follow the prompts.
- Instruction Menu (press 4): Instruction Menus are the main greetings used in the voicemail. The instruction menu is what answers during the day if no one answers, during evenings and weekends, or if the system is on auto-attendant.
  - Announcement Messages (press 2): This is a voicemail box that contains a greeting only, and does not take messages.
  - Distribution Lists (press 5): Enter the number of the distribution list, then follow the prompts to add or remove mailboxes from the list, or to record a name for the list.
  - Subscriber Maintenance (press 7): Enter the mailbox number to get to the following options:
    - To erase all messages, press **32**
    - To erase the greeting, press **34**
    - To erase the mailbox name, press **36**
    - To erase the security code, press **7**
    - To record a new name, press **6**
    - To return to the system administrator menu
  - Answering Schedule Override (6): When Schedule Override is turned on, a different Instruction Menu can be programmed to play, instead of the regularly scheduled Instruction Menus. The Override menu will play until it is turned off. This is commonly used for holidays and staff meetings.
  - Mailbox Announcement Messages (3): Record a message that is distributed to each subscriber mailbox in the system.
  - Voicemail Software Version Number (8): You can hear the software level of your voicemail in this feature.

**it's all connected**