Voice Mail Box Administrator Guide

For Installation, Programming and Set Up please refer to PBX416+ Guides

The Administrator must immediately change the administrator password
Otherwise any extension will able access and program the system.
Please note the administrator will have two passwords: one for their own mail
box messages and another for administrator rights.

On extension 201 Dial # 88
Voice prompts will instruct you to enter your extension number (201) followed
by #
Followed by extension password (Currently set at factory default 1234)
Then as the administrator you will be asked to dial 9 followed by the extension
password again.
You will then be instructed to dial 1 to change the administrator password.

In future to enter as the administrator on any extension, lift handset
And dial # 88 follow the prompts and then when asked to dial 9 as the
administrator enter the new password.

As Administrator you can carry out the following:

- Reset any extensions password
- Delete any extensions voicemail messages
- Delete All extension voice mail messages
- Reset voice mail system

NB The total system recording time is 4 hours, therefore from time to time the
administrator should delete some mail box messages.