



To the Administrator

This Guide allows the administrator to control the voice mail system to meet the needs of the users.

Following are the main functions you will find useful.

- 1) Checking and changing the date and time (useful for daylight saving)
- 2) Changing day and night changeover times for auto-attendant greetings
- 3) Resetting users mailboxes and passwords.
- 4) Recording auto-attendant greetings.

These can all be done just by following the menu opposite, starting at the top, and following the arrows.

Not all options are listed, but the most commonly used ones are.

To further assist you, the voice mail will guide you through all these options.

NOTES:

GMA

Voice Mail

Administrator
Guide