

Feature 983

LOG: 120000 (2 digit ext's) or 1020000 (3 digit ext's) or 10020000 (4 digit ext's) or replace the 0000 with password I gave you

Press **OK**

Press **MBOX**

Press **ADD**

<Display> MBOX:

Enter New Mail Box Number

<Display> EXT:

Enter Extension Number (Note: if building a guest mailbox, press **QUIT**)

<Display> Service Class:

Press **1**

<Display> Name:

Spell the name of the person assigned to the mail box LAST name first.

<Display> Directory?

Press **YES** (Unless the user wishes not to be in the directory)

<Display> Msg waiting?

Press **YES** (Unless you are building a GUEST Mail Box)

Outdial:

Press **NONE**

Press * (asterisk)

Press **RELEASE**