







604-277-0022

Admin - Adding a mailbox

1. Press Feature or  and 983 (DO NOT PICK UP THE HANDSET TO DO THIS)
2. LOG: **120000** (if you have a **2 digit extension** number, use this specific number) or **1020000** (if you have a **3 digit extension** number, use this specific number)
Note: If your System is a **BCM50**
LOG: 738662 and OK
Password: 266344
3. Press OK
4. Press MBOX
5. Press ADD
6. Enter the extension number
7. The display will now show "Type: Subscriber"
8. Press OK
9. The display will now show "EXT"
10. Enter the extension number again
11. The display will now show "Service Class"
12. Press 1 and OK
13. The display will show "Name"
14. Using the dial pad, enter the letters the same way as you would a cell phone. Type in the last name first, followed by # # for a comma, then the first name. (Use the # key to go from letter to letter if necessary)
15. Press OK
16. Directory: YES
17. Msg Waiting: YES
18. Press the orange **Rls** button or the  button to end or press * and repeat from step 5 to add another mailbox



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Admin - Deleting a mailbox

1. Press Feature or  and 983 (DO NOT PICK UP THE HANDSET TO DO THIS)
2. LOG: **120000** (if you have a **2 digit extension** number, use this specific number) or **1020000** (if you have a **3 digit extension** number, use this specific number)
Note: If your System is a **BCM50**
LOG: 738662 and OK
Password: 266344
3. Press OK
4. Press MBOX
5. Press DEL
6. The display will now show "Mbox:"
7. Enter the extension number
8. **Note:** The name will now appear. This will help you confirm the name before deleting.
9. Press DEL to delete
10. Press the orange **Rls** button or  to end or repeat from step 5 to delete another mailbox

Admin - Resetting mailbox passwords

Note: Resetting your mailbox password will not affect any existing messages.

1. Press Feature or  and 983 (DO NOT PICK UP THE HANDSET TO DO THIS)
2. LOG: **120000** (if you have a **2 digit extension** number, use this specific number) or **1020000** (if you have a **3 digit extension** number, use this specific number)
If your System is a **BCM50**
LOG: 738662 and OK
Password: 266344
3. Press OK
4. Press MBOX
5. Press CHNG
6. The display will now show "Mbox:"
7. Enter the extension number
8. PASSWORD will appear on top
9. Press the RESET button that corresponds below
10. Press the orange **Rls** button or  to end or press * and repeat from step 5 to change another mailbox

Note: The next time you open the mailbox, the new password will be 0000. The system will then ask you to enter a new password.