

# AspireMail

## Quick Reference for System Administrators

### Using System Administrator Options

Calling a System Administrator (SA) Mailbox	<p><b>From Administrator's telephone:</b> Press Voice Mail key</p> <p><b>From any ext:</b> Press idle CALL key ● Dial <i>AspireMail</i> master ext. ● Dial SA Mailbox number ● Dial security code.</p> <p><b>From outside the company:</b> Call <i>AspireMail</i> ● Dial # during company greeting ● Dial SA Mailbox number ● Dial security code.</p>
To record a <b>BR</b> oadcast message	<p>Call System Administrator Mailbox ● Press S A ● Press <b>B R</b></p> <p>A Broadcast Message plays when a person calls (logs on to) a Subscriber, Guest, Message Center, or Future Delivery Mailbox, right before the message count plays.</p>
To record a <b>W</b> elcome message	<p>Call System Administrator Mailbox ● Press S A ● Press <b>W</b></p> <p>A Welcome Message is for a Call Routing, Message Center, or Directory Dialing Mailbox. This message greets the caller (e.g. <i>Thank you for calling company ABC</i>).</p>
To record an <b>I</b> nstruction Menu	<p>Call System Administrator Mailbox ● Press S A ● Press <b>I</b></p> <p>An Instruction Menu is for a Call Routing or Directory Dialing Mailbox. This menu tells the caller what to dial (e.g. <i>Please dial the extension you wish to reach, or dial 1 for sales</i>).</p>
To record a <b>D</b> irectory <b>D</b> ialing Message	<p>Call System Administrator Mailbox ● Press S A ● Press <b>D D</b></p> <p>A Directory Dialing Message is for a Directory Dialing Mailbox or for a Call Routing Mailbox. This message tells the callers what letters to dial to reroute their call.</p>
To record an <b>A</b> nnouncement Message	<p>Call System Administrator Mailbox ● Press S A ● Press <b>A N</b></p> <p>An Announcement Message is for an Announcement Mailbox.</p>
To record Mailbox <b>N</b> ames	<p>Call System Administrator Mailbox ● Press SA ● Press <b>N</b></p> <p>A name replaces the corresponding number in voice prompts.</p>

To Erase All Messages	Call System Administrator Mailbox ● Press S A ● Press E M This lets you erase all the messages in a Subscriber, Guest, or Message Center Mailbox.
To Delete a Security Code	Call System Administrator Mailbox ● Press S A ● Press D S This lets you delete the security code for a Subscriber, Message Center, Guest, Announcement or Modem Mailbox.
To use Answering Schedule Override	Call System Administrator Mailbox ● Press S A ● Press S O This changes the mailbox that answers incoming calls.
To record Interactive Prompts	Call System Administrator Mailbox ● Press S A ● Press I P These prompts are the questions for an Interactive Mailbox.
To use System Prompt Customization	Call System Administrator Mailbox ● Press S A ● Press P C This lets you re-record all the voice prompts in the system.
To get System Version Number	Call System Administrator Mailbox ● Press S A ● Press S V This lets you get the software version number for your system.
To prepare the System for Power-Down	Call System Administrator Mailbox ● Press S A ● Press P D This shuts down <i>AspireMail</i> . You should shut down <i>AspireMail</i> prior to unplugging the PCB.
To set the <i>AspireMail</i> TCPIP and GATEway addresses (required to connect the Admin program)	<b>To set the TCPIP Address:</b> Call System Administrator Mailbox ● Press S A ● Press TCPIP ● Use the format x*x*x*x*y# to enter the IP address (x) and number of bits in the subnet mask (y). See <i>Setting the IP Address</i> in the <i>System Guide</i> for more. <b>To set the GATEway Address:</b> Call System Administrator Mailbox ● Press S A ● Press GATE ● Use the format x*x*x*x# to enter the gateway address. See <i>Setting the Gateway Address</i> in the <i>System Guide</i> for more. <b>You must reset <i>AspireMail</i> after setting the TCPIP and Gateway addresses.</b>

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