

## **Nortel Phone Instructions (Add Mailbox)**

Feature 983

LOG: 120000 (2 digit ext's example 21) or 1020000 (3 digit ext's example 221) or 10020000 (4 digit ext's example 2221) or replace the 0000 with the 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)

Press \*

Press Rlsd