

Aspire Mail

Quick Reference for System Administrators

Using System Administrator Options

Calling a System Administrator (SA) Mailbox

From Administrator's telephone: Press Voice Mail key
From any ext: Press idle CALL key ● Dial *Aspire Mail* master ext. ● Dial SA Mailbox number ● Dial security code.
From outside the company: Call *Aspire Mail* ● Dial # during company greeting ● Dial SA Mailbox number ● Dial security code.

To record a **B**Roadcast message

Call System Administrator Mailbox ● Press **S A** ● Press **B R**

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.

To record a **W**elcome message

Call System Administrator Mailbox ● Press **S A** ● Press **W**

A Welcome Message is for a Call Routing, Message Center, or Directory Dialing Mailbox. This message greets the caller (e.g. ***Thank you for calling company ABC.***)

To record an Instruction Menu

Call System Administrator Mailbox ● Press **S A** ● Press **I**

An Instruction Menu is for a Call Routing or Directory Dialing Mailbox. This menu tells the caller what to dial (e.g. ***Please dial the extension you wish to reach, or dial 1 for sales.***)

To record a **D**irectory Dialing Message

Call System Administrator Mailbox ● Press **S A** ● Press **D D**

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.

To record an **A**Nnouncement Message

Call System Administrator Mailbox ● Press **S A** ● Press **A N**

An Announcement Message is for an Announcement Mailbox.

To record Mailbox **N**ames

Call System Administrator Mailbox ● Press **SA** ● Press **N**

A name replaces the corresponding number in voice prompts.

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 *Aspire Mail*. You should shut down *Aspire Mail* prior to unplugging the PCB.

To set the *Aspire Mail* TCPIP and GATEway addresses (required to connect the Admin program) To set the TCPIP Address: 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 *Setting the IP Address* in the *System Guide* for more.

To set the GATEway Address: Call System Administrator Mailbox ● Press S A ● Press GATE ● Use the format x*x*x*x# to enter the gateway address. See *Setting the Gateway Address* in the *System Guide* for more.

You must reset *Aspire Mail* after setting the TCPIP and Gateway addresses.

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