

# 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.

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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.

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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.

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To use Answering Schedule Override      Call System Administrator Mailbox ● Press S A ● Press S O  
This changes the mailbox that answers incoming calls.

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To record Interactive Prompts      Call System Administrator Mailbox ● Press S A ● Press I P  
These prompts are the questions for an Interactive Mailbox.

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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.

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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.

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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.

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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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