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| **Stratagy Voice Mail Administration** |  |  |

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| **1. From your desk dial voice mail pilot extension - usually 5002. When the security code prompt plays press the # key3. Press the \* key and then enter 999 followed by the # key4. Enter the security code - if you do not know this code contact your system administrator or a Telephone Support Systems representative5. Select option 8 for System Administration6. Follow the prompts to:- Record the system announcement - option 1- Delete the system announcement - option 2- To Manager Users - option 4\* To lock a mailbox press 1\* To unlock a mailbox press 2\* To reset a mailbox press 3 (this will reset everything in the mailbox)\* To delete a mailbox press 4\* To reset a security code press 5 - resets security code to default = mailbox number + 997 - for example if the mailbox is 200 the default security code will be 200997- To add a new user or modify the directory- option 5- To set the data/time- option 6- To hear the system status press \*** |

**For additional help please call our office at 249-248-0000 (Michigan) or 239-561-0090 (Florida)** |