

Toshiba Strategy Voicemail – Admin Guide

Dial the voicemail extension _____ (This is set up when the system is installed and is different on all systems).

When answered enter a mailbox number *999#

Enter security code 999997 or 8888 followed by # (Again, this is set up on installation)

Select option 8 - System Admin

<u>Option Number</u>	<u>Function</u>
1	- Record System Announcement
2	- Delete System Announcement
3	- Record Busy Hold
4	- Manage Users
5	- Create a new mailbox
6	- Change system date and time
4	- Manage Users
1	- Lock users
2	- Unlock user
3	- Reset Mailbox
4	- Delete Mailbox
5	- Reset the security code
9	- Previous menu
5	- Reset the security code (The system will reset the users password to the users extension number + 997)

