

Deleting a Mailbox in the Voice Mail system

As the administrator, you have the ability to delete a mailbox and create a new box. This is recommended when an employee leaves the company and a new employee takes the same desk. This clears out all the old employees greetings, messages and settings and returns the mailbox to the default setting. This is also recommended if you have a problem with a particular mailbox. Just delete and rebuild and the problem should be resolved. The user will need to redo their greetings.

Call the Voice Mail, press **POUND 6**, **STAR 999**

Enter password if requested, followed by # (**POUND**)

Dial 4 (For other features)

Dial 1 (Mailbox Setup)

Dial 2 (Delete)

Enter the mailbox number you wish to delete

Press 1 to delete mailbox

*When satisfied with recording, press **STAR STAR STAR** to exit or **POUND 6** for another function*