

Partner Messaging Release 1, 6, 7 Creating a Mailbox

1. Press Voicemail Access Button (VMA, VM, or Messages)
2. Dial 0 # (administrator mailbox)
3. Dial *****# (your administrator password)
4. Dial 9 (hidden option, you will not be given this option)
5. Dial 2 (Extensions)
6. Dial extension number followed by #
7. Dial 1 (Create mailbox)
8. Dial 9 (Has a phone)

**** IF you do not wish to enter a directory listing you may hang up NOW.**

9. Dial 1 (Admin directory listing or Name)
10. Dial 2 (Administer directory listing)
11. Dial 1 (To enter name)
12. Dial name using the below chart:

A=21 B=22 C=23 D=31 E=32 F=33 G=41 H=42 I=43 J=51 K=52 L=53 M=61
N=62 O=63 P=71 Q=72 R=73 S=74 T=81 U=82 V=83 W=91 X=92 Y=93
Z=94

13. Press # (To end)
14. Press *# (to approve)
15. Hang up