

## Creating & Editing a Mailbox on the Panasonic TVS

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**

*Most Panasonic systems use 3-digit extension numbers. If you are using 2-digit extension numbers, use 99. If you are*

**Press STAR 999**

*using 4-digit extension numbers, use 9999*

### Enter admin password followed by # (POUND)

Dial 6 (For other features)

Dial 1 (Mailbox Setup)

Dial 1 (Assign & Edit)

Enter the mailbox number you wish to create or edit

Press 2 to accept

Owners Name Press 2 to record or 1 to leave as is (follow prompts)

Owners Extension Normally the same as mailbox (follow prompts)

First 4 letters of name (Spell on dial pad) (follow prompts)

Class of Service (Most are COS 1)(follow prompts)

Interview mailbox Press 2 to accept (follow prompts)