Aspire Mail

Quick Reference for System Administrators

Using System Administrator Options	
Calling a System Administrator (SA) Mailbox	**From Administrator's telephone:** Press Voice Mail key **From any ext:** Press idle CALL key ● Dial *Aspire Mail* master ext. ● Dial SA Mailbox number ● Dial security code. **From outside the company:** Call *Aspire Mail* ● Dial # during company greeting ● Dial SA Mailbox number ● Dial security code.
To record a **BR**oadcast message	Call System Administrator Mailbox ● Press S A ● Press **B R** A Broadcast Message plays when a person calls (logs on to) a Subscriber, Guest, Message Center, or Future Delivery Mailbox, right before the message count plays.
To record a **W**elcome message	Call System Administrator Mailbox ● Press S A ● Press **W** A Welcome Message is for a Call Routing, Message Center, or Directory Dialing Mailbox. This message greets the caller (e.g. *Thank you for calling company ABC*).
To record an **I**nstruction Menu	Call System Administrator Mailbox ● Press S A ● Press **I** An Instruction Menu is for a Call Routing or Directory Dialing Mailbox. This menu tells the caller what to dial (e.g. *Please dial the extension you wish to reach, or dial 1 for sales*).
To record a **D**irectory **D**ialing Message	Call System Administrator Mailbox ● Press S A ● Press **D D** A Directory Dialing Message is for a Directory Dialing Mailbox or for a Call Routing Mailbox. This message tells the callers what letters to dial to reroute their call.
To record an **AN**nouncement Message	Call System Administrator Mailbox ● Press S A ● Press **A N** An Announcement Message is for an Announcement Mailbox.
To record Mailbox **N**ames	Call System Administrator Mailbox ● Press SA ● Press **N** A name replaces the corresponding number in voice prompts.

To **E**rase All **M**essages	Call System Administrator Mailbox ● Press S A ● Press **E M** This lets you erase all the messages in a Subscriber, Guest, or Message Center Mailbox.
To **D**elete a **S**ecurity Code	Call System Administrator Mailbox ● Press S A ● Press **D S** This lets you delete the security code for a Subscriber, Message Center, Guest, Announcement or Modem Mailbox.
To use Answering **S**chedule **O**verride	Call System Administrator Mailbox ● Press S A ● Press **S O** This changes the mailbox that answers incoming calls.
To record **I**nteractive **P**rompts	Call System Administrator Mailbox ● Press S A ● Press **I P** These prompts are the questions for an Interactive Mailbox.
To use System **P**rompt **C**ustomization	Call System Administrator Mailbox ● Press S A ● Press **P C** This lets you re-record all the voice prompts in the system.
To get **S**ystem **V**ersion Number	Call System Administrator Mailbox ● Press S A ● Press **S V** This lets you get the software version number for your system.
To prepare the System for **P**ower-**D**own	Call System Administrator Mailbox ● Press S A ● Press **P D** This shuts down *Aspire Mail*. You should shut down *Aspire Mail* prior to unplugging the PCB.
To set the *Aspire Mail* **TCPIP** and **GATE**way addresses (required to connect the Admin program)	**To set the TCPIP Address:** Call System Administrator Mailbox ● Press S A ● Press **TCPIP** ● Use the format x*x*x*x*y# to enter the IP address (x) and number of bits in the subnet mask (y). See *Setting the IP Address* in the *System Guide* for more. **To set the GATEway Address:** Call System Administrator Mailbox ● Press S A ● Press **GATE** ● Use the format x*x*x*x# to enter the gateway address. See *Setting the Gateway Address* in the *System Guide* for more. **You must reset *Aspire Mail* after setting the TCPIP and Gateway addresses.**