

Memorandum

HOW TO ADD A MAILBOX

1. **Make sure you are at a 7310 phone (has 3 buttons under the display)**
2. **Press Feature 983 display will show LOG:**
3. **Enter password, if you have 2 digit extension numbers then the pass should be 120000, if 3 digits then pass is 1020000, and if 4 digits then 10020000 and press OK.**
4. **Then press MBOX**
5. **Then press ADD**
6. **Then enter mailbox number (should be same as extension) you want to add**
7. **Press OK then enter extension number**
8. **Enter service class typically 1 and press OK**
9. **Enter name via keypad last name first (press # between each letter also press # twice between last name and first.) Press OK**
10. **Then press YES twice**
11. **Press pool then enter 1 and press OK twice**
12. **Press next twice**
13. **Then Press RLS**