



BWI Support phone: (508)-650-5900  
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### Adding Mailboxes

1. Enter "Feature 983" and enter your log on password.
2. Display will read: *Admin*  
*Mbox AA Othr*  
Press "Mbox"
3. Display will read: *Mailbox Admin*  
*Add Del Chng*  
Hit "Add"
4. Display will read: *Mbox:*  
*Retry Quit*  
Type in the mailbox to be added
5. Display will read: *Ext:*  
*Retry Quit*  
Enter the extension the mailbox is to be assigned to
6. Display will read: *Service Class:*  
Enter "1"
7. Display will read: *Name:*  
*Retry Bksp Ok*  
Enter the last name, first name  
\*To enter a name, press the number key associated with the letter you want. To move over, press "#"; for a comma, press "##". When the name is spelled out, press "Ok"
8. Display will read: *Directory?*  
*Yes No*  
Press "Yes"
9. Display will read: *Msg waiting?*  
*Yes No*  
Press "Yes"
10. Display will read: *Outdial: none*  
*Line Pool*

At this point you can release out of programming. The new mailbox owner will have to initialize their voicemail. The default password will be "0000"