



How do I add / delete phantom mailboxes on my DX120 phone system?

Supervisor Options

From the Supervisor menu you can record greetings, check or listen to messages, and change options or passwords for all boxes.

To Access Supervisor Options:

1. Access your voicemail box
2. From main menu, press **6** for Supervisor Options

At this point, voice mail will walk you through changing what ever you need to change or check.

See the Supervisor Guide for more detailed information & instructions

Deleting / Adding Phantom Mailboxes

1. Go into the Supervisor Options as above
2. Press **1** for Mailbox Administration
3. Enter the Box Number that you are adding or deleting **See note*
4. It will then speak back the box number and prompt you to Press **1** if its correct
5. It will prompt you to:
 - Press **1** to **Add** or
 - Press **2** to **Delete** the mailbox
6. It will then say 'Operation Completed Successfully' you may add/delete others or hang up to exit programming.

**We recommend choosing a number range for phantom mailbox numbers (i.e. 400 thru 450). Something that is easy to remember and that is not used for a phone extension.*