

How To Set Up Department Codes On Your Mail Machine

- Select the Menu icon
- Select #13 (Supervisor) and enter the pin code: 09430, then “OK”
- Select option #5 (Account Management), then Account Mode Selection
- Choose option #1 (Account List)
- To add each new account:
 - Select the “Add Acct/Group” button in the upper right-hand corner of your screen
 - Choose option #1 (Add Account)
 - Touch the Number box and enter a two-digit account number of your choice
 - Touch the Name box and add a name (use the alpha-numeric keypad to toggle to the letters needed.
You can also add names using a keyboard plugged into the USB port in the back of the machine
 - Make sure the Status is set to “Active”
 - The Folder should be set to “Main Folder”
- Select the “Finish” key, then the “Quit” button when all accounts have been added
- Use the “Back” button until you can’t go back any more
- Do a soft reboot of the mail machine and the account list will be displayed
- Your machine is now set up to run mail using the accounts that have been set up