



Setting Voice Mailbox Defaults

When you create a mailbox, the defaults that you set in the **Defaults Mailbox** window take effect. Use this procedure to specify the default maximum mailbox size, the maximum caller message size, and the message expiry time. This default set of parameters is applied when a new mailbox is created.

- Step 1** Choose **Voice Mail > VM Defaults**. The Voice Mail VM Defaults window appears.
- Step 2** Enter the information in the following fields:
- [Mailbox Size](#), in seconds
 - [Maximum Caller Message Size](#), in seconds
 - [Message Expiry Time](#), in days
- Step 3** To save your entries, click **Apply**.
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