

Initializing and opening your mailbox

Feature 981 or press "Open Mailbox" button

- Press 0000 (the default password)
- OK or #
- Enter your new password xxxxxx (from 4 to 8 digits long that does not start with 0)
- OK or #
- Accept new password xxxxxx
- OK or #
- At the tone: record your name in the Company Directory and your mailbox number.
- OK or # to end your recording
- Press OK or # to accept the recording.

To record your greeting

Feature 981 or press "Open Mailbox" button

- Password + OK or #
- Press Admin or 8
- Greet or 2
- Rec or 1 or Select or 2
- Prime or 1 or Alt or 2
- To record your greeting at the tone Yes or 1
- Record your greeting
- OK or # to end your recording
- Play or 1
- Retry or 2
- Press OK or # to accept the greeting

Listening to your mailbox messages

Feature 981 or press "Open Mailbox" button

- Password + OK or #
- Play or 2 (new message)
- Saved or 6 (saved messages)
- 1 or < (1 time) Backup 9 sec.
- 11 or << (2 times) Replay
- 2 or Pause
- 3 or > (1 time) Forward 9 sec.
- 33 or >> (2 times) End of message
- 4 Previous message
- 5 or Copy (send a copy of the message)
- 6 Next message

Leave a message

Feature 980 or press "Leave Msg" button

- Enter the mailbox number or group list OK or #
- Or press Dir or # to use the Company Directory
- At the tone: record your message
- OK or # (to end your message)
- 1 or Play
- 2 or Retry
- Send or # to send to the message
- 3 for Delivery options
- Certified or 1
- Urgent or 2

<ul style="list-style-type: none"> <input type="checkbox"/> 7 Envelope (date and time of the message) <input type="checkbox"/> 77 Save a message <input type="checkbox"/> 8 or Erase (delete message currently played) <input type="checkbox"/> 9 or Reply (to a message) <input type="checkbox"/> * Volume control (adjusts the volume) <input type="checkbox"/> ** Return to main menu 	<ul style="list-style-type: none"> <input type="checkbox"/> Private or 3 <input type="checkbox"/> Time or 4 (Voice mail only not the flash)
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<p style="text-align: center;">Changing your password</p> <p><i>Feature 981 or press "Open Mailbox" button</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter your password and press OK or # <input type="checkbox"/> Press Admin or 8 <input type="checkbox"/> Press Pswd or 4 <input type="checkbox"/> Enter your new password <input type="checkbox"/> OK or # <input type="checkbox"/> Accept Yes or # 	<p style="text-align: center;">Changing your name in the Company Directory</p> <p style="text-align: center;"><i>Feature 981</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter your password <input type="checkbox"/> OK or # <input type="checkbox"/> Press Admin or 8 <input type="checkbox"/> Press 1 <input type="checkbox"/> At the tone, record your name and mailbox number <input type="checkbox"/> OK or # <input type="checkbox"/> Accept OK or #
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<p style="text-align: center;">Transfer (to transfer calls to a mailbox)</p> <p style="text-align: center;">DO NOT PRESS HOLD</p> <p style="text-align: center;"><i>Feature 986</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter the mailbox number (using the dial pad only) <p>NOTE: Press DIR or # to use the Company Directory</p>	<p style="text-align: center;">Call forward to Norstar Voice mail</p> <p><i>Feature 984 (to forward incoming calls to your mailbox)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> To cancel, press Feature 984, CANCEL or F#4 <input type="checkbox"/> For Flash press Feature 985 (note the flash dn) <input type="checkbox"/> Press Feature 4 and enter the flash dn <input type="checkbox"/> To cancel press Feature # 4 (or cancel)
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