

Norstar Voice Mail Quick Reference Card - Remote Users



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Initializing your mailbox

You must initialize your mailbox to receive and store messages.

1. Dial the Norstar Voice Mail extension, then enter your mailbox number.
2. Enter 0 0 0 0 (the temporary password) and press #.
3. Enter a new password from four to eight digits long that does not start with zero, and press #.
4. Reenter your new password and press #.
5. At the tone, record your name in the Company Directory.
6. Press # to end the recording.
7. Press # to accept the recording.
8. Press to end the session.

Now you are ready to record your personal mailbox greetings and use the Norstar Voice Mail features described in this card.

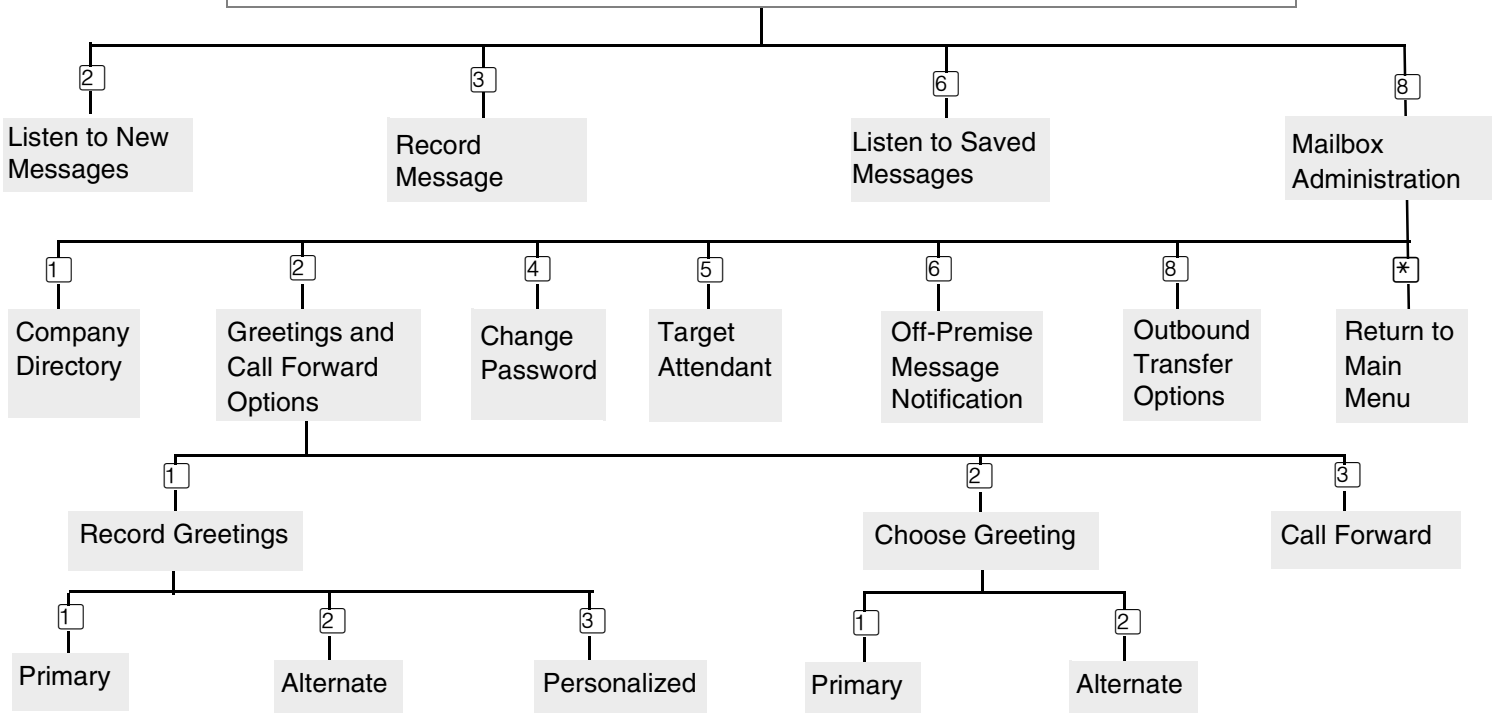
Note: If you do not record a personal greeting, your Company Directory name plays to callers.

For detailed information about using Norstar Voice Mail, refer to the *Norstar Voice Mail Reference Guide*.

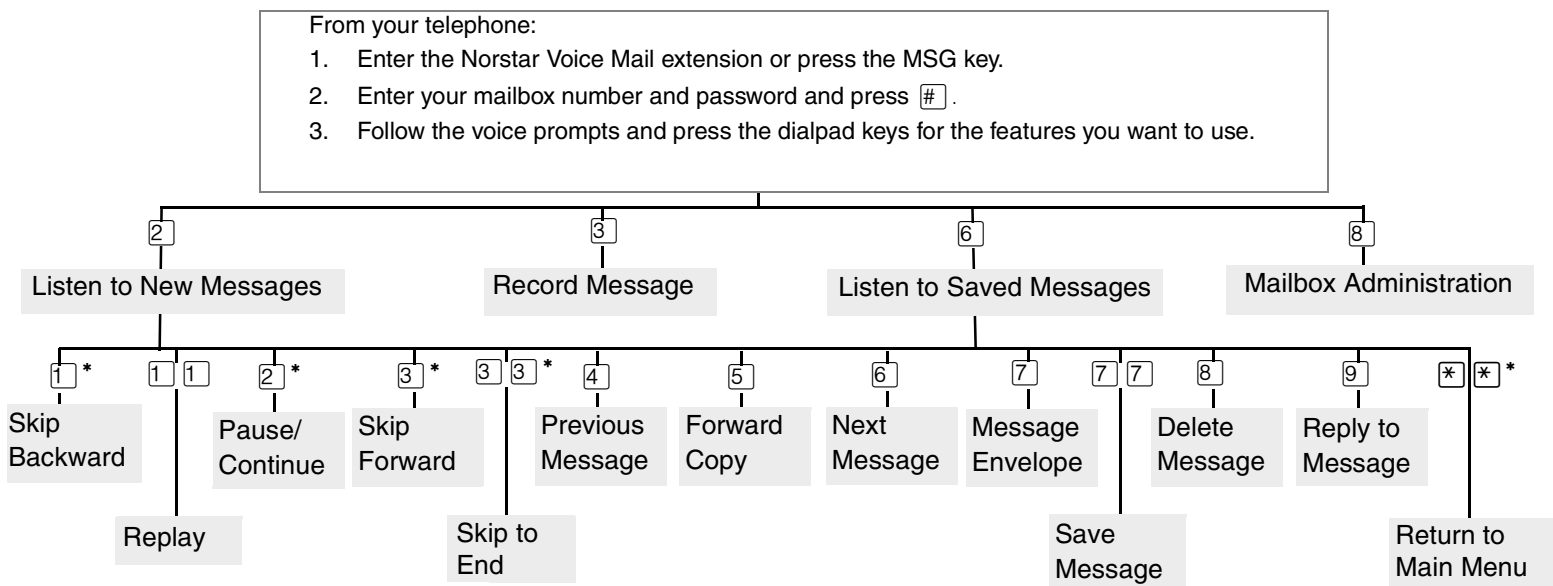
Accessing your mailbox

From your telephone:

1. Enter the Norstar Voice Mail extension or press the MSG key.
2. Enter your mailbox number and password and press #.
3. Follow the voice prompts and press the dialpad keys for the features you want to use.



Playing messages



* Applies only when message is playing.

To retrieve a deleted message

You can retrieve a deleted message if you are still in a Norstar Voice Mail session. A deleted message remains in your mailbox until you end your current Norstar Voice Mail session. If you have listened to all your new and saved messages, you can play and retrieve your deleted messages.

Press **2** to listen to your deleted messages. When you play your deleted message, you have the option to save it. If you end the session without saving the deleted message, it is permanently deleted from your mailbox.

To forward messages to Norstar Voice Mail

1. From your telephone press **☎ 4**.

1. Enter the Norstar Voice Mail extension.
2. The display shows your calls are forwarded.
3. To cancel forwarding, press **☎ # 4**.

Sending messages

