

NORSTAR VOICE MAIL - FLYNN CENTER QUICK REFERENCE

INITIALIZE YOUR MAILBOX

YOUR MAILBOX NUMBER _____

1. Press Feature 981 or Voice mail key.
2. Enter the default password of **0000 plus #**. Listen for instructions to change password and record name.
3. Hear the status of messages, you are now at the Main Menu.
4. Press 8 or Admin for Mailbox options ... press 2 or Greet to record greeting, press I or **Primary** to select choice of greeting.

CHECKING YOUR MESSAGES

AT YOUR DESK

1. Press Feature 981 or Voice mail key.
2. Enter your password plus #.
3. Hear the status of your messages ... choose from the MENU.

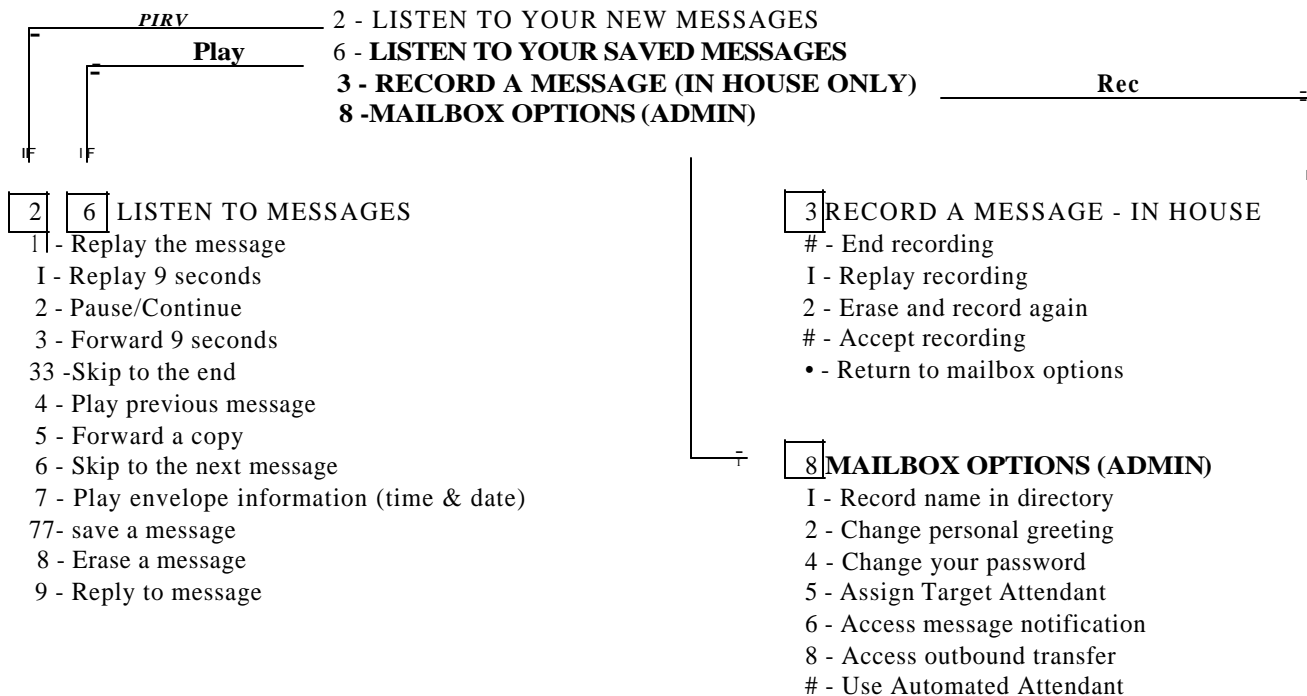
IF AT SOMEONE ELSE'S DESK or YOU ARE A GUEST MAILBOX

1. Press Feature 981 or Voice mail key.
2. Press * ... the system will ask for you to enter your mailbox number and password plus #.
3. Hear status of your messages ... choose from the MENU.

OUT OF THE OFFICE

1. Call your business number **465-0430** hear the greeting announced.
2. Press * * ... enter your mailbox number and password plus #.
3. Hear the status of your messages ... choose from the MENU.

MENU



OTHER VOICE MAIL FEATURES

Forward your phone to Voice Mail _____ Press Call Fwd or Feature 4 ... dial voice mail extension **397**
to cancel forwarding press Call Fwd or Feature #4.

Leave a message in a Mailbox _____ Press Feature 980 ... enter mailbox number ... talk.

Transfer a caller into a Mailbox _____ Press Feature 986 ... enter mailbox number ... hang up.

Interrupt _____ Press Feature 987 ... allows you to interrupt voice mail and speak
with caller who has just reached your mailbox.