

NORSTAR VOICE MAIL FEATURES

OPEN MAIL or FEATURE 981 accesses your mailbox

1. Press Open VM or Feature 981
2. Enter your passcode (first time is 0000), followed by OK or #
The first time you log in, follow the prompts to change your passcode and record your name. Passwords can be 4-8 digits, but can never start with a zero.

RECORD MAILBOX GREETING

1. Press Open VM or Feature 981
2. Enter your passcode and press # or OK
3. Press 8 or ADMIN
4. Press 2 or GREET
5. Press 1 or RECORD
6. Press 1 or PRIME
7. Press 1 or YES and record at tone
8. Press # or OK at end of recording
9. Press # or OK to accept greeting
10. Press RLS when done

PLAY MESSAGES Display shows MESSAGE FOR YOU with new messages

1. Press Open VM or Feature 981
 2. Enter your password and press OK or #
 3. Press 2 or Play to hear first message
- 1= Rewind 2= Pause 3= Forward 8= Erase
6= Next 4=Play previous 7= Time and Date 5= Copy

REMOTE ACCESS (You can open your mailbox from any touchtone phone)

1. Dial _____ and wait for greeting to begin
2. Press **
3. Enter your mailbox and password together, followed by #

LEAVE MESSAGE (Leave a message in another mailbox, without ringing phone)

1. Press Lv. Msg. or Feature 980
2. Enter the mailbox number, followed by OK or #

TRANSFER to VMAIL

1. While connected to caller, press TRF. VM or Feature 986
2. Dial mailbox number