



## Norstar Meridian Voice Mail Directions

(when away from your office)

Dial your office telephone number

As soon as you hear your voice mail

Press \*\*

You will hear Please Enter Your Mailbox Number and Password

Enter 3 digit intercom number

Enter Password

Press #

### Using Your Telephone Keypad

#### Listen to Mailbox Message

Open Your Mailbox	**
Listen to New Messages	2
Listen to Saved Messages	6
Replay the Message	1 1
Skip to Next Message	6
Save a Message	7 7
Volume Control	*

#### Record a Message

Open Your Mailbox	**
Record a Message	3
End Recording	#
Replay Recording	1
Erase and Record Again	1
Accept Recording	#
Return to MailBox Options	*