

Norstar Voice Mail

This voice mail is exclusively for Faculty and Staff.

Students may call 298-2713 to set up Voice Mail.

Call 298-2709 to Request Voice Mail prior to initializing

Initialize

Feature 981

Password - 0000

Press #

Enter new password - can be 4-8 digits long, but can't start with a zero

Press #

Lift handset, at the tone, record your name in the company directory

Press # to end recording

To replay recording press 1, to erase & re-record press 2, press # to accept recording

Press Rls

Greeting

Feature 981

Enter new password you just created

Press #

Press 8 or Admin

Press 2 or Greet

Press 1 or Record

Press 1 or Prime

Press 1 or Yes

Lift handset, at the tone, begin recording your greeting

Press # to end recording

To replay recording press 1, to erase & re-record press 2, press # to accept recording

Press Rls

Listen to messages

Feature 981

Password

Press #

Press 2 or New (to listen to new messages)

Press 8 or Erase (to delete messages)

** See Startalk booklet for more options or listen to the recorded operator.