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Norstar Voice Mail System

Getting Started

Before you can use your mailbox, you must:

- < Open and Initialize your Mailbox
- < Change your Default Password
- < Record your name in the Company Directory
- < Record your Personal Greeting

Initializing Your Mailbox

- ☎ Press Mailbox/Message Button (Feature 981)
- ☎ Enter Default Password (0000), press OK
- ☎ Enter New Password (4-8 digits cannot begin with zero)
- ☎ Reenter your New Password
- ☎ Record Your Full Name and Mailbox # in the Company Directory
Press OK or # to end recording, Press OK or # to accept
Press PLAY or 1 to listen to your recording, Press RETRY or 2 to re-record your name
- ☎ Press ADMIN or 8
- ☎ Press GREET or 2
- ☎ Press REC or 1
- ☎ Press PRIME or Alternate
- ☎ Record Your Personal Greeting

Retrieving Messages Remotely

-] Dial into the office using main number or direct dial number
-] During the Greeting Press * *
-] Enter your Mailbox Number and Password and #

Voice Mail Options

- | | | | |
|-----|--------------------|-----|---------------------|
| 1 | Skip Backward | 6 | Skip Msg/Next Msg |
| 1 1 | Repeat Message | 7 | Date/Time of Msg |
| 2 | Pause | 7 7 | Save Message |
| 3 | Skip Forward | 8 | Erase Message |
| 3 3 | Skip to End | 9 | Reply to Message |
| 4 | Play Prev Msg | | |
| 5 | Forward Msg (Copy) | * * | Return to Main Menu |

Note: You may press any key to fast forward through any greeting

To access MBX from another internal telephone:

Press Mailbox/Message Button (Feature 981), Press OTH, enter your Mailbox # and Password, Press OK.