ROTTWEILER

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770-529-5678

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Norstar Voice Mail

User Quick Start Guide

Voice Mail Feature Codes

- Leave a Message – **Feature 980** (to leave a message for another internal user)
- Open Mailbox – **Feature 981** (to open your mailbox)
- VM Directory Number – **Feature 985** (for forwarding your phone to VM)
- Transfer – **Feature 986** (directly transfer an outside call into a mailbox)
- Interrupt – **Feature 987** (allows you to pick up a call that has been transferred into your mailbox)

Initializing

From your phone

- Dial Feature 981
- Temporary Password 0000
- Choose a new password (4-8 digits, can not start with 0)
- Enter your new password again, press o.k.
- At the tone, record you first and last name
- Accept name press o.k.
- Press release

Record Primary Mailbox Greeting

From your phone

- Dial Feature 981
- Enter your 4 digit password and press #
- Press the number 8 or admin
- Press the number 2 or greet
- Press the number 1 or record
- Press the number 1 or prime
- Press the number 1 or yes
- At the tone, record your greeting
- Press # or OK to end your greeting

Listening To Your Messages

From your phone

- Dial Feature 981
- Enter your password and press #
- To listen to new messages, press 2: To listen to your saved messages press 6
- Your first message begins to play

Leaving a mailbox message

This may be done from any phone

- Dial Feature 980
- Enter the mailbox number of the person you want to leave a message for
- (If you do not know the mailbox number, press # to use the Company Directory)
- After you enter the mailbox number, the display shows the mailbox owner's name
- Press 2 at the tone and record your message
- Press # to end your message
- Press # or replace the handset to send the message