

Quick Reference Voice Mail Box Programming

(For Startalk Flash v1.7 and higher, and NAM v3.0 and higher)

Programming can be done from any phone that has 3 keys in the display.

To add new mailboxes

1. To get into Programming Press **FEATURE 983**. The display will read: "log:", then type your system manager mailbox number and **0000** then **OK**. The System Manager mailbox number is **12** if you have 2 digit extensions, **102** if you have 3 digit extensions, and **1002** if you have 4 digit extensions. (Ex: my ext is 239 so I would do Feature 983 then type 1020000 then ok).
 2. The display will read: "Admin". Press **MBOX**.
 3. The display will read: "Mailbox Admin". Press **ADD**.
 4. The display will read: "Mbox:". Type in the mailbox you want to add.
 5. The display will read: "Subscriber" Press **OK**. (This step may not be there)
 6. The display will read: "Ext:". Type in the Ext for that mailbox (Almost always the same as mailbox #). If it is a guest mailbox (someone who doesn't have a phone) press **QUIT**.
 7. The display will read: "Service class:". Enter in class of service **7**.
 8. The display will read: "Name:". Enter the name you want. To enter a letter press the number key that has that letter on it. Press it twice for the second letter on the key, and three times for the third. Use the #key to go to the next space. To make a comma, press the #key twice.(ex: If I wanted an 'n', I would press the **6**key twice). When you are done press **OK**.
 9. The display will read "Directory?". Press **YES**.
 10. The display will read: "Msg waiting?". Press **YES**.
 11. The display will read "Outdial". Press **POOL**. Then it will ask for the Pool #, enter in **1**. Press **OK**. Then keep pressing **OK** until the display reads "Mailbox Admin"
 12. Press **Rls**.
 13. Let the user know their password is 0000.
- NORSTAR WILL NOT RECONIZE THE MAILBOX UNTIL IT HAS BEEN INITIALIZED. (The user has to enter a new password and record their name for the directory)**

To reset a mailbox password

1. Get into programming. (See Above Step 1)
2. The display will read: "Admin". Press **MBOX**.
3. The display will read: "Mailbox Admin". Press **CHNG**.
4. Enter the mailbox # of the user.
5. The display will read: "Password". Press **RESET**.
6. Press **Rls**
7. The password is reset to 0000.

To change a mailbox name

1. Get into programming. (See Above Step 1)
2. The display will read: "Admin". Press **MBOX**.
3. The display will read: "Mailbox Admin". Press **CHNG**.
4. Enter the mailbox # of the user.
5. The display will read: "Password". Press **NEXT** until the display reads "Name:"
6. The display will read the current user's name. Press **CHNG**.
7. You may then enter in the name of the user. To enter a letter, press the number key that has that letter on it. Press it twice for the second letter on the key, and three times for the third. Use the #key to go to the next space. To make a comma, press the #key twice.(ex:If I wanted an 'n', I would press the **6**key twice). When you are done press **OK**.
8. Press **Rls**.

To Delete a mailbox

1. Get into programming. (See Above Step 1)
2. The display will read: "Admin". Press **MBOX**.
3. The display will read: "Mailbox Admin". Press **DEL**.
4. Enter the mailbox # of the user.
5. The display will read the person's name.
6. Press **DEL**. All messages, greetings, and programming for that mailbox will be lost.