User Mailbox Programming

1 Personal Greeting

1 Record Personal Greeting—Begin recording at the tone. Dial 1 to stop. The new greeting replaces the existing greeting.

2 Delete Personal Greeting—When prompted, dial 2 again to confirm deletion. The mailbox is disabled until a new greeting is recorded.

3 Hear Current Personal Greeting

2 Password

1 Enter New Password—Dial 2–4 digits followed by # (dial 0 to eliminate the password request at log-on). Write down the new password.

2 Delete Current Password—When prompted, dial 2 again to confirm deletion. The system reverts to the default password (same as the mailbox number).

3 Hear Current Password

3 Group Mailboxes—These options apply only to group mailboxes.

1 Add a Group Member—Dial the mailbox number followed by #. Dial # again when finished.

2 Remove a Group Member—Dial the mailbox number followed by #. Dial # again when finished.

3 Hear List of Current Group Members

4 External Paging Notification—These options apply only if external paging notification is used.

1 Enter a Pager Number—Dial 7–11 digits followed by #.

2 Delete a Pager Number—When prompted, dial 2 again to confirm deletion. The system will not page you until a new pager number is entered.

3 Hear Pager Number

✳ Exit

 # Return to the Previous Menu

Retrieve Messages From Your Phone

1. Lift the handset or press SPK and either press the flashing Message Waiting key on your telephone or call Starmail directly.

2. Dial your password when prompted. Your default password is the same as your mailbox number—be sure to change it. Note: If you change your password to 0, you will not be prompted for a password.

Starmail will announce the number of new and old messages and begin playback of messages with the oldest new message and continue until all messages are played.

Message Handling

The following options are available at the end of each message. Once you have learned these prompts, you can proceed more rapidly by responding at any time during the message or the prompts.

1 Pause—The message is paused until you dial 1 again or one minute has elapsed.

2 Hear Time/Date—The message is paused, the time and date when the message was recorded plays and the message resumes playing.

3 Reply—You may reply to the originator of the message (if the sender is a user logged onto the system). Begin recording your reply at the tone and dial 1 to stop. The original message is automatically erased.

4 Back Up—When you dial 4 during message playback, the message backs up approximately four seconds for each time you dial 4. When you dial 4 after message playback, the message plays from the beginning.

5 Access User Mailbox Programming—See "User Mailbox Programming" in this guide.

6 Move—Moves a message to another user's mailbox with your preamble added. When prompted, dial the new mailbox number. Starmail responds with the mailbox greeting and record tone. When you have finished your recording, dial 1 to stop. Both messages are stored in the new mailbox as a single message.

7 Delete—Removes the message from the mailbox.

8 Main Greeting—Sends you to the main greeting.

9 Save—Saves the message (it will be played as an old message the next time messages are picked up).

✳ Exit (if dialed during the playback of a message, the message will be saved).

0 Operator—Transfers you to the operator.

 # Leave a Message in Another Mailbox—When prompted, dial the user's mailbox number. The user will be able to use the reply feature when listening to your message.

Retrieve Messages Remotely

To pick up messages when you are out of the office, at the main greeting, dial ✳ plus your mailbox number. Dial your password when asked and follow the prompts.

Leaving Messages

From An Outside Call

At the main greeting, dial #xxx (xxx = user's mailbox number) to go directly to the user's personal greeting.