



Norstar Voice Mail System Administrator How to Change Intro Greetings

1. Press "Feature".
2. Press "983".
3. When you see Log: enter "120000" for 2 digit extension numbers, enter "1020000" for 3 digit extension numbers.
4. Press "OK".
5. Press "AA".
6. Press "GRTG".
7. Press "GRTG".
8. Enter the greeting number to be recorded (press "1" for your main greeting number)
9. Press "OK".
10. Press "REC".

Example: Greeting 1 would be: "Good morning thank you for calling _____ company."

Example: Greeting 2 would be: "Good afternoon thank you for calling _____ company."

Example: Greeting 3 would be: "Good evening thank you for calling _____ company."

Example: Greeting 4 would be: "Thank you for calling _____ company we are presently closed."

11. At the sound of the tone record your greeting.
12. Press "OK" to end your greeting.
13. Press "PLAY" to play back.
14. Press "RETRY" to re-record (if unsatisfied with the message you recorded).
15. Press "OK" to accept.
16. Press "Rls" to exit (orange button to the right of the number buttons).

These messages are on a timer and will change automatically during the day

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