

Norstar Voicemail Administration Programming

Recording the Company Greetings

- 1) Feature 983
- 2) Log: enter 120000
- 3) Press OK
- 4) Press AA
- 5) Press GRTG (Greeting)
- 6) Press GRTG again
- 7) Enter the greeting number to be recorded. Greeting #: 1 2 3 4 5 6 7 8
- 8) Press OK
- 9) Press Rec (Record). At the sound of the tone, record your greeting. When you have finished recording your greeting, **do not** hang up the handset.
- 10) Press OK to end your recording. To listen to the greeting, press Play. To record the greeting again, press Retry.
- 11) Press OK to accept the greeting
- 12) Press Release