

Enter Programming Password = ** _____ # Exit Programming = 111#

Note: Always use 111# to exit programming mode (hanging-up without exiting using 111# will require a ten minute wait to re-enter the programming mode).

Input "Pilot Number" (hundred series in black) to step through all functions or input an individual function number as required.

100 Initialize System

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Resets all components to their initial state (erases all user recordings and programming) 100# must be entered twice then # as a final confirmation. Page 5.2

300 Starmail System Programming

(Entering Function 300 will step through Functions 310 to 350)

310 Answer Rings

Input the number of ring cycles (1 thru 9) before Starmail answers on its ports.
Default = 1 Answer Rings = _____ P5.3

315 Extension Range

Input the range (lowest to highest extension number) used on the phone system.
Default for 816 = 21 to 36; for 56/120 = 201 to 320
Lowest Ext = _____ Highest Ext = _____ P5.3

320 Set Time

Input time of day as 4 digits (12 hour clock), followed by 1 for AM, 2 for PM.
Note: The date is preset at the factory. P5.3

330 Administrator Password

Input two to eight digits
Default = **456# Actual = * * _____ # P5.3

335 Programmer Password

Input two to eight digits
Default = **789# Actual = * * _____ # P5.3

340 Privacy Extensions

Input extensions (follow prompts) that are not to be called by Starmail.
Default = None Actual = _____ P5.3

350 FAX Extension

Input the extension (follow prompts) that is to be transferred to if Starmail detects a FAX tone.
Default = None Actual = _____ P5.3

375 Print Reports

Input 1 to print a program report, 2 to print statistics, or 3 to print both. P5.3

400 Auto Attendant Programming

(Entering Function 400 will step through Functions 405 to 435)

405 Main Greeting

Install and record Day Mode main greeting and Night Mode main greeting. Note: the programming options for Night Mode features will be skipped if a Night Mode main greeting has not been recorded. Set rerouting for no response and reroute busy/no answer extensions. **P5.4**

410 Operator Translation

Input the extension, Branch ID, or Mailbox number to be called instead of the operator. Set for during Day Mode and Night Mode announcement. Default = On Analog 500, On 81624 Actual = ____ **P5.4**

415 Operator Reroute

Input the extension, Branch ID, or Mailbox number to receive a call not answered/busy by the operator(0). Set for during Day Mode and Night Mode. Default = Day ID1, Night ID 1
Reroute: Day ext____, ID____, or MB____
Night ext____, ID____, or MB____ **P5.4**

420 Auto Attendant Routing

Fill in the worksheet (Page 5.6) and use as a guide. Input the Branch ID, then set the branch type (1= Menu, 2= Directory, 3= Department, 4= Dial, 5= Jump, 6= Outdial) 00 = delete a branch. As prompted, enter a recording (if appropriate), extension numbers, Jump ID, etc. and rerouting options. **P5.5**

421 ACD Hold Limit (816 only)

The hold limit indicates the maximum number of times a caller is played the hold prompt before he is rerouted. Default = 0 Actual = ____ **P5.8**

422 Camp-On

Input 1 to enable camp-on or 2 to disable camp-on. Default = 2,Off Actual = ____ **P5.8**

425* Day/Night Mode

Sets for Day Mode (1) or Night Mode (2) operation, 0 = follow the tables in Functions 430 & 435 to automatically change the Day/Night Mode by day of the week and time of day. **P5.8**

430* Day/Night Daily Table

Sets the days of the week for Day Mode(1) and Night Mode(2), or tables 3 - 9 to follow hourly tables in Function 435. Default = all 0 Actual = **P5.8**

No.	Day	Prompt
1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	

435* Day/Night Hourly Table

Sets up to six times a day for the Day/Night Mode to change. A table may be used for more than one day. Default = None Actual = **P5.9**

	Table 3		Table 4		Table 5		Table 6		Table 7		Table 8		Table 9	
No.	Time	Prmt	Time	Prmt	Time	Prmt	Time	Prmt	Time	Prmt	Time	Prmt	Time	Prmt
1														
2														
3														
4														
5														
6														

455 Announce Extension Number**

Enables announcement of extension number prior to transfer if the caller selects a name from a directory (1 enables, 2 disables). Default = 2 Actual = ____ **P5.9**

460 Directory Name Recording**

Complete a copy of Directory Name Worksheet and program as prompted. **P5.9**

* Not Required if a Night Mode main greeting has not been recorded in Function 405.

** Not Required if a Directory Branch has not been created in Function 420.

500 Voice Mail Programming

(Entering Function 500 will step through Functions 505 to 530)

505 Mailbox Ranges

Mailbox ranges can be added or deleted by inputting the low and high number for each range (total of 600 mailboxes).
 Default = None Actual = _____ P5.10

510 Message Length

Input in seconds the maximum length for a message.
 Default = 120 Actual = _____ P5.10

520 External Paging Interval

Input in minutes the interval between paging reminders.
 Default = 30 Actual = _____ P5.10

525 External Paging Dialer

Input pager string to be dialed for each mailbox with paging.
 Default = none P5.10

530 Message Purge Control

Input the number of days that messages are to be held before purging (will occur only if system is full). Input number of days for Old, Group, New.
 Default = None Actual = ____; ____; ____ P5.11

555 Add/Delete Mailboxes

Mailboxes can be added or deleted individually from the above list (this is primarily an administrator function). P5.11

560 Access User Mailboxes

Input a mailbox number in order to gain access to all user functions. P5.11

600 System Recordings

(Entering Function 600 will step through Functions 605 to 650)

605 Busy Prompt	Plays to caller if party called is busy. Example: "That extension is busy." P5.12
610 No Answer Prompt	Plays to caller if party does not answer. Example: "That extension does not answer." P5.12
615 Hold Prompt	Plays to caller just before transfer. Example: "One moment please." P5.12
620 ACD Queue Prompt (816 only)	Plays to caller if all ACD agents are busy. Example: "Those extensions are busy, please hold, your call will be answered in the order received." P5.12
621 ACD Hold Prompt (816 only)	Plays to caller if all ACD agents are busy at recall. Example: "Those extensions are still busy, please continue to hold." P5.12
625* Q/Z Prompt	Plays at end of directory announcement if name with Q or Z exists. Example: "For the letters Q or Z, use key number 1." P5.12
630* No Names Matched Prompt	Plays during directory if no names match the key selected. Example: "No names matched." P5.12
635 Leave a Message Prompt	Plays to the caller at the end of the user's personal greeting. Example: "To reach an operator press 0 or to leave a message begin recording at the tone. Press 1 when finished." P5.13
636 Leave a Message Prompt (Extension Caller 816 only)	Plays to the caller from an extension at the end of the user's personal greeting. Example: "To leave a message begin recording at the tone. Press 1 when finished." P5.13
640 End of Recording Prompt	Plays to a caller after recording a message and with instructions as to other options. Example: "To reach an operator press 0, to go to the main greeting press 8, to go to another mailbox press #, or if finished press * and hang up". P5.13
641 End of Recording Prompt (Extension Caller 816 only)	Plays to a caller from an extension after recording a message and with instructions as to other options. Example: "To go to another mailbox press #, or if finished press * and hang up". P5.13
645 End of Playback Prompt	Plays to the mailbox user at the end of each message playback (user can dial over the announcement to avoid delay). Example: "To Delete press 7, to Save press 9, to Reply press 3, to Move this message to another mailbox press 6, to reach another mailbox press #, or if finished press * and hang up". P5.13
650 Mailbox Exit Prompt	Plays to the mailbox user after all messages have been played. Example: "To reach an operator press 0, to go to the main greeting press 8, to go to another mailbox press #, to enter mailbox programming press 5, or if finished press * and hang up." P5.13
651 Mailbox Exit Prompt (Extension Caller 816 only)	Plays to the mailbox user, if calling from an extension, after all messages have been played. Example: "To go to another mailbox press #, to enter mailbox programming press 5, or if finished press * and hang up." P5.13
655 Prompt Re-Recording	Re-record any branch or system prompt. Input branch ID (or input function numbers 605 thru 650 as if branch IDs). P5.13

* Not Required if a Directory Branch has not been created in Function 420.