

## From Your Pager

After listening to your messages, you will be prompted to dial # plus the mailbox number to leave a message in that mailbox.

### Notes

- When you leave a message for a user after you have entered your mailbox, that user will be able to use the reply feature when listening to your message.
- During a personal greeting, dial 1 at any time to go directly to the record tone.

## Transfer to Mailbox

If you wish to transfer an outside call to a user's mailbox, while on the outside call, press TRSF and call StarMail. When StarMail answers, dial # plus the mailbox number and hang up immediately. The caller will be connected to the user's mailbox.

## External Pager Notification

If programmed at installation, you can have the system call and activate your external pager when a message is left in your mailbox. To turn external pager notification on, enter the telephone number that is to be called to activate your pager (see "User Mailbox Programming"). StarMail will call your pager when the first new message is left and will repeat the page at regular intervals until all new messages have been saved or deleted. To turn external pager notification off, delete the telephone number.

## Group Mailboxes

A group mailbox allows the mailbox owner to broadcast a master message to all members of the group. The mailbox owner may choose to give the group mailbox number and password to others to allow them to record master messages for members of the group. When a master message is recorded in the group mailbox, it is instantly copied into each member's mailbox.

A member can only delete or save an individual copy of a group message (if saved, it remains in the member's mailbox as a new message). The master message remains in the group mailbox until all members have deleted their copies from their mailboxes. If the master message is deleted from the group mailbox, all remaining copies are automatically deleted from the members' mailboxes.

To program a group mailbox or delete messages from a group mailbox, at the main greeting, dial \*xxx# (xxx = group mailbox number) plus the password.

To leave a message in a group mailbox, at the main greeting, dial #xxx# (xxx = group mailbox number) plus the password.

### Operational Note

If a caller hangs up prior to being connected via StarMail, you may have a call transferred to you or to your mailbox when in fact the caller is no longer there. You may hear (or have recorded) silence, a fast busy tone or another similar tone. This is a result of limitations of the telephone company and not of your telephone system or StarMail.



Your choice for seamless integration with Samsung's Prostar line of business telephones.

## User Guide

StarMail provides you with accurate and timely messages. Other people will be comfortable leaving you voice messages if you pick up and respond to your messages promptly. **Read this guide carefully** and then program your mailbox as described below. Enjoy your new voice mail system.

### Personal Greetings

*Your mailbox is turned on (able to record messages) only when a personal greeting is recorded. Record a personal greeting in your own voice indicating your availability to return calls. For example, "Hi, this is Jeff. I am either away from my desk or on the phone. Leave me a message and I will return it promptly" or "Hi, this is Jeff. I will be out of town until the 23rd. Leave me a message. I will be checking in regularly."*

A system greeting will automatically follow your personal greeting and provide instructions to the caller such as, "To reach the operator, press 0, or to leave a message, begin recording at the tone. Press 1 when finished."

You can change your personal greeting as often as necessary by recording over your previously recorded personal greeting. *Deleting your personal greeting will turn your mailbox off.*



Samsung Telecommunications America, Inc.

## From Your Inbox

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### Notes

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