

# Frequently used programming operations

The following sections highlight the most frequently used programming operations. To consult these or other programming operations, see either the Table of Contents or the Index.

## Changing the time and date on the display

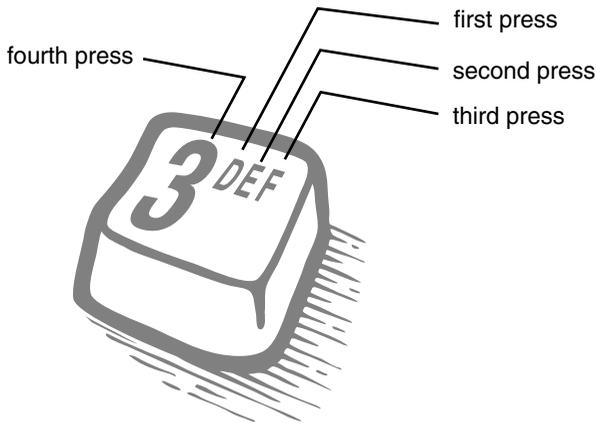
Jan 1 12:00PM Press **e**.

Feature: Press **\* \* 8 4 6 3** (which is the same as **\* \* T I M E**).

Password: Press **2 2 7 4 2 (B A S I C)** or **2 3 6 4 6 (A D M I N)**  
RETRY

The passwords can be changed. See “Using passwords” on page 217 for more information.

### Entering letters and numbers using the dialpad



In this example, you are changing the time to 1:30 p.m.

Hour:01  
NEXT CHANGE

Press CHANGE.

Hour:\_\_\_  
CANCL

Press the dialpad buttons to enter the hour. Use two digits for all hours. The clock on the display shows either one or two digits.

AM  
OK CHANGE

The display prompts you to choose a.m. or p.m. Press CHANGE and OK to select p.m.

Hour:01  
NEXT CHANGE

Press NEXT.

Minutes:00  
NEXT CHANGE

Press CHANGE.

Minutes:\_\_\_  
CANCL

Press the dialpad buttons to enter the minutes.

If you are only changing the time and not the date, press  to end your session.

In this example, you are changing the date to July 15, 2003.

Minutes:30  
NEXT CHANGE

Press NEXT.

Year:00  
NEXT CHANGE

Press CHANGE.

Year:\_\_\_  
CANCL

Press the dialpad buttons to enter the year.

Year:03  
NEXT CHANGE

Press NEXT.

Month:01  
NEXT CHANGE

Press CHANGE.

Month:\_\_\_  
CANCL

Press the dialpad buttons to enter the month.

Use numbers for the months: 01 is January; 12 is December.

Month:07  
NEXT CHANGE

Press NEXT.

Day:01  
NEXT CHANGE

Press CHANGE.

Day:\_\_\_  
CANCL

Press the dialpad buttons to enter the day.

Day:15  
CANCL

Press  to end your session.

End of session

The clock controls the schedules used for services such as ringing and routing services.

After a power failure, the clock is behind by the length of time power was lost. For example, if the power is out for two minutes, the clock is two minutes behind.

## Adding or changing a system speed dial

You program a speed dial on your Norstar so that anyone in your office can dial a frequently used number using a three-digit code (001-255).

To change a speed dial that already exists, follow the same steps. The new programming overwrites the previous settings.

### Begin the programming session

Jan 1 12:00PM

Press .

Feature:

Press   2 6 6 3 4 4.

Password:  
RETRY

Press 2 3 6 4 6.

### Choose a speed dial code

Terminals&Sets▶  
 \_\_\_\_\_

Press  three times.

Sys Speed Dial▶  
 \_\_\_\_\_

Press .

Speed dial #:\_  
 \_\_\_\_\_  
 LIST

Press   .

You can pick any system speed dial code between 001 and 255.

Speed dial #:001▶  
 \_\_\_\_\_  
 FIND

Press .

### Add or change the telephone number

001:No number  
 \_\_\_\_\_  
 CHANGE

Press CHANGE.

001:\_  
 CANCL OK

Use the dialpad to program the telephone number that you want to add. The telephone number can be up to 24 digits long.

001:nnnnnnnn\_  
 CANCL BKSP OK

Your display shows the telephone number, and not n's as shown here. Press OK.

### Select a line for the speed dial code

001:nnnnnnnn  
 CLR CHANGE

Press .

Use prime line  
 \_\_\_\_\_  
 CHANGE

Press CHANGE to see your options: Use prime line, a specific line (for example Use line: 01), a line pool (for example Pool code:71), or Use routing tbl.

Stop pressing CHANGE when the display shows the prime line again.

Use prime line  
 \_\_\_\_\_  
 CHANGE

In this example, the system selects the prime line automatically (the most common choice), to dial speed dial code 001.



Name: \_ \_ \_ \_ \_  
 -->

Decide the name you want to give to the speed dial code.

Press the numeric dialpad button that has the first letter of the name until the display shows the letter you want.

Name: S \_ \_ \_ \_  
 BKSP -->

Press -->.

Name: S \_ \_ \_ \_  
 <-- BKSP -->

Use the dialpad and --> until you have the entire name.

The name can be up to 16 characters long, including spaces.  
 Press # on the numeric dialpad to add spaces.

Name: SAVINGS BANK  
 <-- BKSP -->

Press .

Name: SAVINGS BA...  
 CLR CHANGE

Press  to end your session.

Or you can press , then  to program another speed dial number.

End of session

---

## Changing the name of a telephone

### Begin the programming session

Jan 1 12:00PM

Press .

Feature:

Press \* \* 2 6 6 3 4 4.

Password:  
 RETRY

Press 2 3 6 4 6.

## Change the name of a telephone

Terminals&Sets▶ Press  .

Show set:\_\_\_ Enter the internal number (DN) of the telephone or  
LIST voice mail extension. In this example, the DN is 21.

If the set has already been given a name, it appears after DN: on the display.

21:21▶ Press  then  .  
FIND

Name:21 This is the name the display shows if you do not  
CHANGE change it. Press CHANGE.

Decide what name you want to give to the telephone number.

Name:\_\_\_ Press the telephone numeric dialpad button that  
--> has the first letter of the name until the display shows the letter you want.

Name:P Press -->.  
BKSP -->

Name:P\_\_\_ Use the dialpad and --> until you have the entire  
<-- BKSP --> name.

Name:Pat P Press  to use the name you have  
<-- BKSP --> entered.

The name can be up to seven characters long, including spaces.

Name:Pat P Press  to end your session.  
CLR CHANGE

You can press  once to continue programming this telephone, or press  twice to return to the Terminals and Sets heading.

End of session

## Changing the name of a line

### Begin the programming session

Jan 1 12:00pm

Press .

Feature:

Press        .

Password:

Press     .

RETRY

### Change the name of a line

Terminals&Sets▶

Press .

Lines▶

Press .

Show line:\_\_\_\_

Enter the three-digit number of the line you want to name. In this example, the line is 002.

LIST

This is the name the display shows if you do not change it.

Line002:Line002▶

Press .

FIND

Name:Line002

Press CHANGE.

CHANGE

Decide what name you want to give to the line.

Name:\_\_\_\_

Press the telephone numeric dialpad button that has the first letter of the name, until the display shows the letter you want.

-->

Name:L

Press -->.

BKSP

-->

Name:L\_\_\_\_

Use the dialpad and --> until you have the entire name.

<--

BKSP

-->

The name can be up to seven characters long, including spaces.

```
Name:LOCAL
<-- BKSP -->
```

Press  to use the name you have entered.

```
Name:LOCAL
CLR CHANGE
```

Press  to end your session.

You can press  once to continue programming this line, or press  twice to return to the Lines heading.

```
End of session
```

## Making changes to Call Forward No Answer

### Begin the programming session

```
Jan 1 12:00PM
```

Press .

```
Feature:
```

Press .

```
Password:
RETRY
```

Press .

### Change where a call goes when there is no answer

```
Terminals&Sets▶
```

Press .

```
Show set:___
LIST
```

Enter the internal number (DN) of the telephone or voice mail extension. In this example, the DN is 25.

If the set has been given a name, it appears on the display.

```
25:25
FIND
```

Press .

```
Capabilities▶
```

Press .

Fwd no answer▶

Press  .

Fwd to:None  
CHANGE

Press CHANGE and enter the internal number where you want the calls to be sent. In this example, the DN is 21.

Fwd to:21  
CLR CHANGE

You can press CLR to change the destination back to None.

### Change the number of times the telephone rings before it is forwarded

Fwd to:21  
CLR CHANGE

Press  .

Forward delay:4  
CHANGE

Use the CHANGE button to choose the number of times the telephone rings before it is forwarded.

Your choices are 2, 3, 4, 6 and 10 rings.

Forward delay:3  
CHANGE

Press  to end your session.

You can press  to continue programming capabilities for this telephone, or press  four times to return to the Terminals and Sets heading.

End of session



**Tip** - *If the telephone is a member of a Hunt Group, the Call Forward no answer feature is overridden and the Hunt Group call continues to ring until the hunt time has expired. For more information about Hunt Groups, see “Programming Hunt Groups” on page 165.*