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 💿.	
Feature:	Press ★ ★ 8 4 6 3 (which is the same as ★ ★ T I M E).	
Password: RETRY	Press 22742(BASC) or 23646 (ADMIN)	

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

Entering letters and numbers using the dialpad



Hour:01		Press <u>CHANGE</u> .
NEXT	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 <u>CHANGE</u> and <u>OK</u> to select p.m.
Hour:01 NEXT	CHANGE	Press <u>NEXT</u> .
Minutes:00 NEXT	CHANGE	Press <u>CHANGE</u> .
Minutes: CANCL		Press the dialpad buttons to enter the minutes.

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

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

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

Year:00 Press CHANGE. Year: CHANGE Year: Press the dialpad buttons to enter the year. CANCL Press NEXT. Year:03 Press NEXT. NEXT CHANGE Month:01 Press CHANGE. NEXT CHANGE Month: CHANGE Press the dialpad buttons to enter the month CANCL Press CHANGE.	Minutes:30 NFXT	CHANGE	Press <u>NEXT</u> .
Year: Press the dialpad buttons to enter the year. CANCL Press NEXT. Year:03 Press NEXT. NEXT CHANGE Month:01 Press CHANGE. NEXT CHANGE Month: CHANGE CANCL Press the dialpad buttons to enter the month	Year:00 NEXT	CHANGE	Press <u>CHANGE</u> .
Year:03 Press NEXT. NEXT CHANGE Month:01 Press CHANGE. NEXT CHANGE Month: CHANGE CANCL Press the dialpad buttons to enter the month	Year: CANCL		Press the dialpad buttons to enter the year.
Month:01 Press CHANGE. NEXT CHANGE Month: Press the dialpad buttons to enter the month CANCL	Year:03 NEXT	CHANGE	Press <u>NEXT</u> .
Month: Press the dialpad buttons to enter the month CANCL	Month:01 NEXT	CHANGE	Press <u>CHANGE</u> .
	Month : CANCL		Press the dialpad buttons to enter the month.

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

Month:07		Press <u>NEXT</u> .
NEXT	CHANGE	
Day:01		Press <u>CHANGE</u> .
NEXT	CHANGE	
Day:		Press the dialpad buttons to enter the day.
CANCL		
Day:15		Press 🝙 to end your session.
CANCL		
End of sessio	n	

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 * * 266344.
Password: R	Press 2 3 6 4 6 . ETRY



Add or change the telephone number

001:No number	Press <u>CHANGE</u> .
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:nnnnnnn_ CANCL BKSP OK	Your display shows the telephone number, and not n's as shown here. Press <u>0K</u> .

Select a line for the speed dial code

001 : nnnnnnn	Pi	ress Next
CLR CHF	NGE	
Use prime line CHF	Pi ANGE ^{li}	ress <u>CHANGE</u> to see your options: Use Prime ine, a specific line (for example Use line: 01), line pool (for example Pool code:71), or Use
	rc	puting tbl.

Stop pressing <u>CHANGE</u> 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. If you assign a specific line to a system speed dial number, only telephones with an appearance of that line can use the speed dial number.

Choose what shows up on the display

Use prime line	Press Next
CHANGE	
Display digits:Y CHANGE	Your choices are Yes and No. Yes means the display shows the telephone number. Press <u>CHANGE</u> .
Display di9its:N CHANGE	No means the display shows a name for the code.

Program a name for a speed dial

The system has a standard name to display, so it is not necessary for you to program one. However, if you have chosen not to display the telephone number, you may want a specific name.

Alpha tagging feature: This feature offers name display for calls coming in over lines that offer number-only display services.

If you specify a name for a speed dial, and that person calls in on an external line, the speed dial name you specify acts as the name display for the call, if the call number matches the number in the speed dial list (CLID Match). If the telephone has also been configured to display Caller ID (Caller ID set) and the name of a caller first (1st display), then the name you program for the speed dial code is the name that will display.

For example: If you create a speed dial for the courier company you use, and assign the name Courier with the following process, when that company calls you, Courier would appear on the display for the call.

Note: The Alpha tagging feature is only active when the system CLID service provides number-only display services.

Display di9its:N		Press Next .	
	CHANGE		
Name:Sys Spd	Di CHANGE	Press Show	
al 001	CHANGE	This is the name the display shows if you do not change it. Press <u>CHANGE</u> .	

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			Press <u>></u> .
	BKSP	>	
Name:S_	-		Use the dialpad and $$ until you have the entire
<	BKSP	>	name.

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

Name:SAVINGS B	3ANK	Press Next .
< BKSP	>	
Name:SAVINGS B	3A	Press 🝙 to end your session.
CLR (CHANGE	
Or you can press number.	Heading,	then Next to program another speed dial
End of session	1	

Changing the name of a telephone

Begin the programming session

Jan 1 12:00⊳m	Press 🕑.
Feature:	Press * * 266344.
Password: RETRY	Press 23646.

Change the name of a telephone

Terminals&Sets ⊧	Press Show
Show set: LIST	Enter the internal number (DN) of the telephone or voice mail extension. In this example, the DN is 21.
If the set has already bee	en given a name, it appears after DN: on the display.
04-044	

21:21		Press Show I then Next .
	FIND	
Name:21	CHANGE	This is the name the display shows if you do not change it. Press <u>CHANGE</u> .

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	BKSP	>	Press <u>></u> .
Name:P <	BKSP	>	Use the dialpad and $$ until you have the entire name.
Name:Pat <	. P BKSP	>	Press Next to use the name you have entered.
The name can be up to seven characters long, including spaces.			
Name:Pat CLR	. P CHI	ANGE	Press 🝙 to end your session.

You can press $\boxed{\text{Heading}}$ once to continue programming this telephone, or press $\boxed{\text{Heading}}$ twice to return to the Terminals and Sets heading.

End of session



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

Name:LOCAL		Press Next to use the name you have
< BKS	P>	entered.
Name:LOCAL		Press r to end your session.
CLR	CHANGE	
You can press	Heading (once to continue programming this line, or press

Heading 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 * * 2 6 6 3 4 4
Password: RETRY	Press 23646.

Change where a call goes when there is no answer

Terminals&Sets⊧		Press Show
Show set: l	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 g	iven a n	ame, it appears on the display.
25:25 F	FIND	Press Show
Capabilities⊧		Press Show

Fwd no answer ≯		Press Show
Fwd to:None CHANGE		Press <u>CHANGE</u> 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		Press Next
CLR	CHANGE	
Forward delay	:4 CHANGE	Use the <u>CHANGE</u> button to choose the number of times the telephone rings before it is forwarded.
Your choices are	e 2, 3, 4, 6	and 10 rings.
Forward delay	:: 3	Press 🝙 to end your session.
	CHANGE	
You can press E telephone, or pre heading.	Heading to	o continue programming capabilities for this j four times to return to the Terminals and Sets

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.