

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

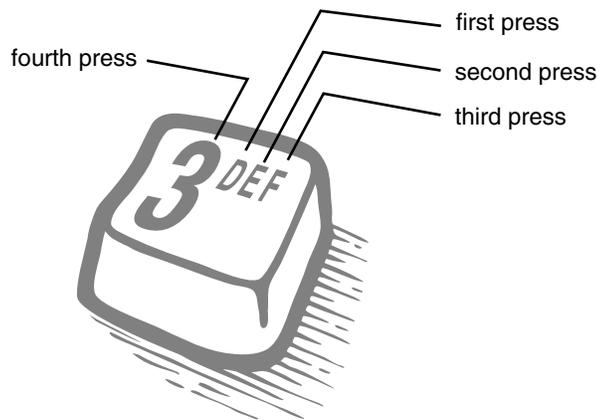
Jan 1 12:00PM Press .

Feature: Press       (which is the same as      .

Password: Press      (B A S I C) or      (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 Press CHANGE.
NEXT CHANGE

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

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

Hour:01 Press NEXT.
NEXT CHANGE

Minutes:00 Press CHANGE.
NEXT CHANGE

Minutes:___ Press the dialpad buttons to enter the minutes.
CANCL

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 Press NEXT.
NEXT CHANGE

Year:00 Press CHANGE.
NEXT CHANGE

Year:___ Press the dialpad buttons to enter the year.
CANCL

Year:03 Press NEXT.
NEXT CHANGE

Month:01 Press CHANGE.
NEXT CHANGE

Month:___ Press the dialpad buttons to enter the month.
CANCL

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

Month:07 NEXT CHANGE	Press <u>NEXT</u> .
Day:01 NEXT CHANGE	Press <u>CHANGE</u> .
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▶ Press .

FIND

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.

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 .
CHANGE

Display digits:Y Your choices are Yes and No. Yes means the display shows the telephone number. Press CHANGE.
CHANGE

Display digits:N No means the display shows a name for the code.
CHANGE

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 digits:N Press .
CHANGE

Name:Sys Spd Di... Press .
CHANGE

...al 001 ... This is the name the display shows if you do not change it. Press CHANGE.
CHANGE

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```
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 **Next**.

```
Name: SAVINGS BA...  
CLR CHANGE
```

Press **END** to end your session.

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

```
End of session
```

Changing the name of a telephone

Begin the programming session

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

Press **OK**.

```
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