

## 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 display time & date

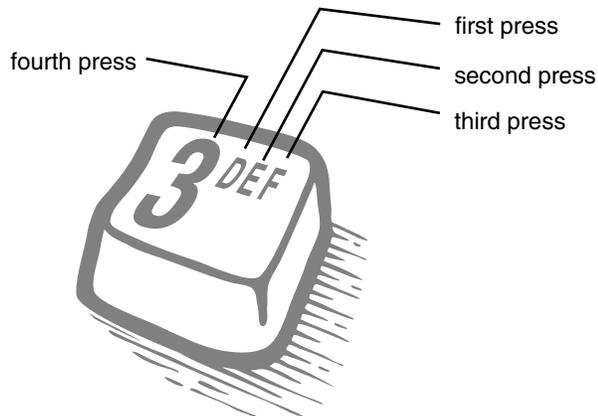
Jan 1 12:00PM Press .

Feature: Press        
(which is the same as      .

Password: Press      (B A S I C) or  
RETRY      (A D M I N)

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, 1998.

Minutes:30  
NEXT CHANGE Press NEXT.

Year:01  
NEXT CHANGE Press CHANGE.

Year:\_  
CANCL Press the dialpad buttons to enter the year.

Year:02  
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 <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 number and 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:\_ OK  
CANCL 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\_ OK  
CANCL BKSP Your display shows the telephone number, which is represented by the row of n-characters 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 to dial speed dial code 001. This is the most common choice.

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  
CHANGE

Press  .

Display digits:Y  
CHANGE

Your choices are Yes and No. Yes means the display shows the telephone number.

Press CHANGE.

Display digits: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. If the telephone has also been configured to display Caller ID (Caller ID set) with the name of a caller first (1st display), then the name you program for the speed dial code is the name that displays.

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.

Display digits:N  
CHANGE

Press  .

Name:Sys Spd Di...  
CHANGE

Press  .

...al 001 ...  
CHANGE

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

Name:\_  
-->

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

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

Name:S  
BKSP -->

Press -->.

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 BANK Press **Next**.  
 <-- BKSP -->

Name: SAVINGS BA... Press **END** to end your session.  
 CLR CHANGE

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: Press **2 3 6 4 6**.  
 RETRY

### 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  
 221.

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

221:221▶ Press **Show** then **Next**.  
 FIND

Name:221 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 numeric dialpad button that has the first letter of the name until the display shows the letter you want.

Name: J                      BKSP      -->      Press ==>.

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

Name: JEAN B                      <--      BKSP      -->      Press [Next] to use the name you have entered.

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

Name: JEAN B                      CLR                      CHANGE                      Press [End] to end your session.

You can press [Heading] once to continue programming this telephone, or press [Heading] twice to return to the Terminals&Sets heading.

End of session

## Changing the name of a line

### Begin the programming session

Jan 1 12:00pm                      Press [e].

Feature:                      Press [\*][\*][2][6][6][3][4][4].

Password:                      RETRY                      Press [2][3][6][4][6].

### Change the name of a line

Terminals&Sets▶                      Press [Next].

Lines▶                      Press [Show].

Show line:\_\_\_\_ Enter the three-digit number of the line you want  
LIST to name. In this example, the line is 002.

This is the name the display shows if you don't change it.

Line002:Line002 Press  .  
FIND

Name:Line002 Press CHANGE.  
CHANGE

Decide what name you want to give to the line.

Name:\_\_\_\_ Press the 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  
<-- BKSP --> name.

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

Name:LOCAL Press  to use the name you entered.  
<-- BKSP -->

Name:LOCAL Press  to end your session.  
CLR CHANGE

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

End of session