



QUICK REFERENCE SHEET FOR NORSTAR TELEPHONES

To find out what has been programmed on any button:

- Press Feature *0
- Press any button to find out what has been programmed

To program external auto dial:

- Press Feature *1
- Press the button you want to program
- Enter the phone number

To program an internal auto dial:

- Press Feature *2
- Press the button you want to program
- Enter the extension number of the person you want on that button

To program a button for a specific feature:

- Press Feature *3
- Press any memory button you would like to program (except line, intercom or hands free mute keys)
- Press Feature and enter code of feature to be programmed

To Erase a Feature on a button:

- Press Feature *1
- Press the button you wish to erase

To program the ring type:

- Press Feature *6
- Press 1, 2, 3, or 4 or NEXT display button for ring type
- Press Feature or OK display button or wait for 15 seconds

To set ring volume:

- Press Feature *80
- Press the volume buttons on set until you reach desired volume

To set contrast adjustment:

- Press Feature *7
- Press 1 - 9 until you have the contrast you desire

To Call Forward:

- Press Feature 4
- Enter Ext. number you wish to forward to
- If you wish to forward to voicemail you must enter the voicemail Ext. no. which can be found out by pressing Feature 985
- To **CANCEL** Press Feature #4.

To activate Do Not Disturb:

- Press Feature 85
- To **CANCEL** Press Feature #85

To use Last Number Redial:

- Press Feature 5
- You may need to press a line button before pressing Feature 5

To send a message to another internal phone:

- Press Feature 1
- Dial the Ext. No. or press an internal autodial button

To view a message:

- Press Feature 65
- Press * or # to move through your messages

To Cancel a sent message:

- Press Feature #1
- Enter Ext. No. of the person to whom you sent message

To reply to a message:

- Press 0

To cancel a message left at your phone:

- Once you have viewed your message you can erase it by pressing the Hold key

To make a Paging Announcement

- Press Feature 630 (for all phone paging)

To end paging:

- Press Rls. OR hang up the receiver

To use Speed Dial:

User

- Press Feature *4
- Enter 2 digit code from 71 – 94 that you want programmed speed dial associated with.
- Enter the phone number you want to program and press Hold or Ok

Company

- must be programmed by office administrator

To Voice Call: (to someone in the office through speaker on phone)

- Press Feature 66
- Dial Extension # of station you wish to call

To Park a Call:

- Press Feature 74
- Screen will show park code eg. 101,102
- Use Page feature to announce the call and give retrieval code.

Retrieving a Parked Call:

- Pick up handset
- Dial the retrieval code indicated by the person who paged it

Using Directed Call Pick-up:

- Press Feature 76
- Enter ext. no. of ringing telephone

Creating a Conference Call:

- Ensure you have two calls, one active, and one on hold
- Press Feature 3
- Press appropriate button to retrieve held call