



## 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