

Norstar Feature List

Programming Memory Buttons

Press Feature * 3

1. Press the memory button that you want to program. (This step is not necessary on the M7100 or T7100 telephone.)
2. Press FEATURE and enter the feature code on the dial pad.

You can also program frequently –dialed numbers, using the following codes:

1. FEATURE *1 External autodial: Store an external number for one-touch dialing.
2. FEATURE *2 Internal autodial: Store an internal number for one-touch dialing.

Background Music Cancel	Feature 86 Feature #86	Listen to music (provided by your office) through your phone speaker when you are not on a call.
Button Inquiry	Feature *0	Check what is stored on any button. Use when labeling buttons.
Call Duration Timer	Feature 77	Temporarily shows on the display the approximate length your most recent or current call.
Call Forward Cancel	Feature 4 Feature #4	Forward your calls to another phone within the office.
Call Park	Feature 74	Parking a call puts the call on hold so it can be picked-up from any phone and assigns a number for retrieving it. The retrieval number appears on the display when the call is parked.
Call Park Retrieve		Retrieve a parked call from any other phone by pressing Intercom and dialing the retrieval code that appeared on the display when the call was parked.
Call Pickup Directed	Feature 76	Answer a call that is ringing at any phone by using this feature followed by the intercom number.
Call Pickup Group	Feature 75	Answer a call that is ringing at another phone in your Pickup group.
Call Queuing	Feature 802	Answer the next call. If more than one call is waiting, priority is given to incoming external calls over callback, camped, or transferred calls.
Camp-On	Feature 82	You can send an external call to another telephone, even if all its lines are busy.

Conference

Feature 3

Set up a three-person call or transfer a call to another phone in your office.

1. Make or answer the first call
2. Put the first call on Hold
3. Make or answer the second call
4. After the second call is connected, press FEATURE 3.
5. Press the line or intercom button of the first held call (not required on the M7100 or T7100 telephone)
6. Press RLS to end the conference call

To remove yourself from a conference call permanently (unsupervised conference)

Press Feature 70. The other two callers remain connected. (Some external line may not support this feature. See your system coordinator)

To put a conference on hold

Press HOLD. The other two callers can still talk to each other.

To split a conference

Press the line or intercom button of the caller you want to disconnect, then press RLS. Press the line or intercom button of the remaining caller to resume your conversation.

To independently hold two calls

Press the line or intercom button of the first caller, then press HOLD. The second caller is automatically put on hold. To re-establish the conference, retrieve one call from hold, press FEATURE 3, then retrieve the second call from HOLD.

Contrast Adjustment

Feature *7

Enter this code and then press **UP** or **DOWN** to adjust the contrast of your phone display to suit the lighting in your office. Press **OK** when you have the correct contrast level.

Do Not Disturb Cancel

Feature 85
Feature #85

Prevent incoming calls from ringing at your phone.

Exclusive Hold

Feature Hold

Hold a call and prevent other phones from picking it up.

Last Number Redial

Feature 5

Redial the last outside number that you dialed.

Link

Feature 71

Generates a link signal (also called flash or recall)

Messages Cancel

Feature 1
Feature #1

Send a message to a Norstar telephone's display to have someone call you back.

To view and reply to your messages

Press FEATURE 65

Press * and # to view your message list.

Press 0 to call the person who left you the message

Page, General	Feature 60	Make an announcement over the phone and/or PA (external speakers)
Pause	Feature 78	Program in an external autodial sequence to insert a 1.5 second delay
Priority	Feature 69	Interrupt a person who is on a call or using Do Not Disturb A person on another call can press FEATURE 85 to block your priority call.
Privacy	Feature 83	Change the privacy setting for an external line. If a line normally has privacy, this permits another telephone that shares the line to join your call by selecting the line while you are using it. If a line normally has privacy disabled, this prevents another telephone that shares the line from joining your call by selecting the line while you are using it. The privacy setting is re-established once you end your call or when you enter the Privacy feature code again.
Ring Again	Later or Feature 2	When an inside phone is busy. Ring Again signals you to call back, if you are accessing a Line Pool and all lines are busy, Ring Again signals you when a line becomes free.
Cancel	Feature #2	
Ring Type	Feature *6	Select a distinctive ring to help you distinguish between your phone and others nearby. Press Next to select the ring type you want. Press OK to store the new ring.
Ring Volume	Feature *80	Makes your phone ring so you can adjust the volume.
Run / Stop	Feature *9	To program two features or autodials on a single memory button, put this break point between the features. One press dials the number or feature up to a break point. A second press dials the remaining numbers or feature.
Saved Number Redial	Feature 67	Saves the number appearing on the display for later use. Use the feature on an idle line to display and dial the saved number. This feature does not affect Last Number Redial.
Speed Dial	Feature 0	For using both System and Personal Speed Dial codes.
Speed Dial, Personal	Feature *4	Programs (assigns) a Personal Speed Dial code (71 to 94) to an outside number, if equipped
Time	Feature 803	Briefly display the time and date while you are on a call.

Transfer

Feature 70

Send a call to another telephone within your Norstar system, or to an external telephone. You may not be able to transfer a call on an external line to an external telephone, depending on the capabilities of the lines.

Make or answer the call

Press FEATURE 70

Call the person you want to transfer the call to

Stay on the line if you wish to speak to the person first.

Press RLS to complete the transfer

If an external call is transferred to a busy internal extension, or is not answered after a few rings, the call automatically rings you back.

Voice Call

Feature 66

Make a voice announcement or begin a conversation through the speaker of another Norstar telephone without first making the other telephone ring.

**Voice Call Deny
Cancel**

Feature 88
Feature #88

Prevent your telephone from receiving voice calls.