

# 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.

<b>Background Music</b>	Feature 86	Listen to music (provided by your office) through your phone speaker when you are not on a call.
<b>Cancel</b>	Feature #86	
<b>Button Inquiry</b>	Feature *0	Check what is stored on any button. Use when labeling buttons.
<b>Call Duration Timer</b>	Feature 77	Temporarily shows on the display the approximate length your most recent or current call.
<b>Call Forward</b>	Feature 4	Forward your calls to another phone within the office.
<b>Cancel</b>	Feature #4	
<b>Call Park</b>	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.
<b>Call Park Retrieve</b>		Retrieve a parked call from any other phone by pressing <b>Intercom</b> and dialing the retrieval code that appeared on the display when the call was parked.
<b>Call Pickup Directed</b>	Feature 76	Answer a call that is ringing at any phone by using this feature followed by the intercom number.
<b>Call Pickup Group</b>	Feature 75	Answer a call that is ringing at another phone in your Pickup group.
<b>Call Queuing</b>	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.
<b>Camp-On</b>	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**

Prevent incoming calls from ringing at your phone.

**Feature #85****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**

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

<b>Page, General</b>	Feature 60	Make an announcement over the phone and/or PA (external speakers)
<b>Pause</b>	Feature 78	Program in an external autodial sequence to insert a 1.5 second delay
<b>Priority</b>	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.
<b>Privacy</b>	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.
<b>Ring Again</b>	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.
<b>Cancel</b>	Feature #2	
<b>Ring Type</b>	Feature *6	Select a distinctive ring to help you distinguish between your phone and others nearby. Press <b>Next</b> to select the ring type you want. Press <b>OK</b> to store the new ring.
<b>Ring Volume</b>	Feature *80	Makes your phone ring so you can adjust the volume.
<b>Run / Stop</b>	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.
<b>Saved Number Redial</b>	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.
<b>Speed Dial</b>	Feature 0	For using both System and Personal Speed Dial codes.
<b>Speed Dial, Personal</b>	Feature *4	Programs (assigns) a Personal Speed Dial code (71 to 94) to an outside number, if equipped
<b>Time</b>	Feature 803	Briefly display the time and date while you are on a call.

<b>Transfer</b>	Feature 70	<p>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.</p> <p>Make or answer the call</p> <p>Press FEATURE 70</p> <p>Call the person you want to transfer the call to</p> <p>Stay on the line if you wish to speak to the person first.</p> <p>Press RLS to complete the transfer</p> <p>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.</p>
<b>Voice Call</b>	Feature 66	<p>Make a voice announcement or begin a conversation through the speaker of another Norstar telephone without first making the other telephone ring.</p>
<b>Voice Call Deny Cancel</b>	Feature 88 Feature #88	<p>Prevent your telephone from receiving voice calls.</p>