

# NORSTAR

## T7100 Telephone Sets

|                                  |                                                                                                                                                                                                                    |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>TO MAKE AN EXTERNAL CALL</u>  | Lift Handset<br>Dial local number (system chooses a line for you)                                                                                                                                                  |
| <u>TO MAKE AN INTERNAL CALL</u>  | Lift Handset<br>Dial Extension Number Of Internal Person                                                                                                                                                           |
| <u>TO PLACE A CALL ON HOLD</u>   | Press Hold Button                                                                                                                                                                                                  |
| <u>TO RETURN TO CALL ON HOLD</u> | Press Hold Button Again                                                                                                                                                                                            |
| <u>TO TRANSFER A CALL</u>        | <i>Allows Calls to be Transferred to Another Phone</i><br>Press Transfer Button OR<br>Press Feature Key and Enter 7 0<br>Dial Person You Wish To Transfer Call To<br>Hang up or Press Release To Complete Transfer |
| <u>TO VOICE CALL</u>             | <i>Allows an announcement or conversation through the speaker of another telephone in the system</i><br>Press Feature Key and Enter 6 6                                                                            |
| <u>TO PAGE</u>                   | <i>Allows an announcement to be made to all sets</i><br>Press Feature Key and Enter 6 0<br>Complete Page Announcement<br>Press Release Button to Hang up                                                           |
| <u>LAST NUMBER REDIAL</u>        | <i>Automatically Redials the Last Number Dialed From Your Telephone Set</i><br>Press Feature Button and Enter 5                                                                                                    |
| <u>TO FORWARD YOUR TELEPHONE</u> | <i>Sends Your Calls to Another Extension Number</i><br>Lift Handset<br>Press Feature # 4<br>Enter Extension Number You Wish To Send Your Calls To<br>Hang Up Handset Or Press Release                              |
| <u>TO CANCEL CALL FORWARD</u>    | Lift Handset<br>Press Feature # 4<br>Hang Up Handset Or Press Release                                                                                                                                              |

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## T7316 and T7208 Telephone Sets

|                                                        |                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>TO MAKE AN INTERNAL CALL</u>                        | Lift Handset or Press Handsfree Mute Button<br>Dial Internal Extension Number                                                                                                                                                                                                               |
| <u>TO MAKE AN EXTERNAL CALL</u>                        | Lift Handset or Press Handsfree Mute Button<br>Dial Local Number                                                                                                                                                                                                                            |
| <u>TO MAKE A LONG DISTANCE CALL</u>                    | Lift Handset or Press Handsfree Mute Button<br>Dial 1 + Area Code + Number                                                                                                                                                                                                                  |
| <u>TO PLACE A CALL ON HOLD</u>                         | Press Hold Button<br>Lamp Flashes Beside Line On Hold                                                                                                                                                                                                                                       |
| <u>TO RETURN TO CALL ON HOLD</u>                       | Press Line Button Beside Flashing Line                                                                                                                                                                                                                                                      |
| <u>TO TRANSFER A CALL</u>                              | <i>Allows Calls To Be Transferred to Another Set</i><br>Press Transfer Key Or Feature 70<br>Dial Extension Number You Wish to Transfer to<br>(Or press autodial key)<br>Press Release Button                                                                                                |
| <u>TO VOICE CALL</u>                                   | -<br><i>Allows an announcement or conversation through<br/>the speaker of another telephone in the system</i><br>Press Voice Call Key Or Feature 66 and begin<br>speaking                                                                                                                   |
| <u>TO CONFERENCE A 2ND CALL</u><br>( T7316 sets only ) | <i>Allows You and Two Other Parties (Both External:<br/>Both Internal: or One External/One Internal) To Be<br/>On a Conference Call</i><br>Press Conference Key<br>Press Second Intercom Key<br>Enter Ext. Number You Wish To Conference<br>Press Conference Key<br>Press Line Of Held Call |
| <u>TO PAGE</u>                                         | -<br><i>Allows an announcement to be made to all sets</i><br>Press Page Key On Phone Or Feature 60<br>Make Page and Then Press Release                                                                                                                                                      |

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## LAST NUMBER RE-DIAL

*From*

*Automatically Redials Last Number Dialed*

*Your Telephone Set*

**Press Last Number Redial Key Or Feature 5**

## GENERAL INFORMATION

### ADJUST DISPLAY CONTRAST

**Press Feature \*7**

**Press Next or 1 - 9 For Level Desired**

**Press OK or Hold To Save**

### SELECT A RING TYPE

**Press Feature \* 6**

**Press Next or 1, 2, 3, 4 To Hear Different  
Types of Ringing**

**Press OK or Hold To Store Desired Ring Type**

### SELECT A RING VOLUME

**While Telephone Is Ringing, Press Volume  
Button To Adjust Volume**

### ADJUSTING HANDSET OR TELEPHONE SPEAKER VOLUME

**Press Volume Button When Using The  
Handset Or The Speaker**

### BUTTON INQUIRY

**Press Feature \* 0**

**Press the Button You Want To Check  
Read Display**

**Press Feature When Finished**

### RELEASE BUTTON

**Press Release Button To Hang Up Call**

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## ADDITIONAL FEATURES

**CALL FORWARD** *Sends Your Calls to Another Extension Number*  
Press Call Fwd Key OR Press Feature 4  
Enter Ext. Number You Wish To Forward To

**CALL FORWARD CANCEL** Press Call Fwd Key OR Press Feature, #, 4

**DO NOT DISTURB** Press Feature and Enter 5 5  
Incoming Calls Will Not Ring Your Set, but  
The Line Indicator Will Flash

**DENY VOICE CALL** Press Feature and Enter 8 8

**DENY VOICE CALL-CANCEL** Press Feature and Enter # 8 8

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## VOICE MAIL TRAINING

### INITIALIZING MAILBOX

Press Open VM Key or Feature 981  
Enter Personal Mailbox Number  
Enter Default Password (0000)  
Press #  
Enter New Password  
Press # To End Password  
Press # To Accept New Password  
At Tone, Record Your Name  
Press # To End Recording Of Name  
Press # To Accept Recording

Press 8 To Administer Mailbox  
Press 2 To Choose Greeting Option  
Press 1 To Choose Prime Greeting  
Press 1 To Record  
At Tone, Record Greeting  
Press # To End Recording  
Press # To Accept Recording

### CALLING VOICE MAIL

#### WHILE INSIDE OFFICE

Press Open Voice Mail Or Feature 981  
Enter Personal Mailbox Number  
Enter Password  
Press #  
Hang  
Follow Prompts

Automatically

### CALLING VOICE MAIL

### LISTENING TO MESSAGES

Press Open VM Key Or Feature 981  
Enter Personal Mailbox Number  
Enter Password  
Press #  
Press 2 To Play Messages  
Press 8 To Erase Messages  
Press 7 7 To Save Messages  
Hang Up To End Session

### OPTIONS - WHILE LISTENING

Replay Message Press 1 1  
Back Up 9 Seconds Press 1  
Pause Press 2  
Continue After Pause Press 2  
Forward 9 Seconds Press 3  
Skip To End Of Msg Press 3 3 or #  
Play Previous Msg Press 4  
Forward Msg Press 5  
Skip To Next Msg Press 6 or #  
Play Time & Date Press 7  
Reply To Msg Press 9

Deleted Messages Remain In  
Until Session Is Ended and You

All Messages Not Erased Are

Saved

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## WHILE OUTSIDE OFFICE

Call the Main Number  
Press \* \* While Greeting Is Played

Enter Personal Mailbox Number  
Enter Password  
Press #  
Follow Prompts

## LEAVE A QUICK MESSAGE

Feature 9 8 0 or Press QUICK MSG Key  
Enter Mailbox Number Of Individual

Press 2 To Leave Message  
At Tone, Record Your Message  
Press # To End Recording  
Press # To Send Message  
Hang Up

## TO TRANSFER TO A MAILBOX

Press Trans VM Key On Phone or Feature 986  
Dial Mail Box Number You Wish To Transfer To  
Press Release

## CHANGING YOUR VOICE MAIL

### TO CHANGE YOUR MAILBOX PASSWORD

Press OPEN VM Or Feature 981  
Enter Personal Mailbox Number  
Enter your current password  
OK or #  
Admin or 8  
Psswd or 4  
Enter your new password  
OK or #  
Yes or # to accept  
Rls

### TO RE-RECORD YOUR NAME IN THE COMPANY DIRECTORY

Press OPEN VM Or Feature 981  
Enter Personal Mailbox Number  
Enter your password  
OK or #  
Admin or 8  
Press 1  
At the tone, record your name  
OK or #  
OK or # to accept

### TO CHANGE YOUR GREETING

Press OPEN VM Or Feature 981  
Enter Personal Mailbox Number

# NORSTAR

**Enter your password**

**OK or #**

**Admin or \***

**Greet or 2**

**Record or 1**

**Prime or 1**

**Press Yes or 1**

**At the tone, record your greeting**

**OK or # to end**

**OK or # to accept**