



Norstar

**Modular Plus Release 3
Quick Programming Guide**

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Getting started

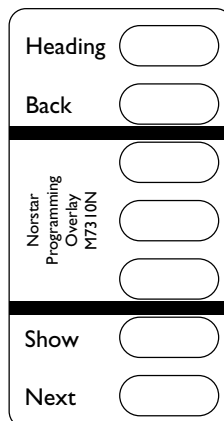


The Norstar Modular Plus Quick Programming Guide is a quick reference when you need information on some of the more commonly used features of this system.

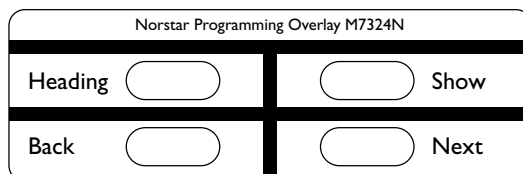
For more detailed information, refer to the *System Administration Guide*. It contains everything needed to gain access to and programme the many features of the system.

Before you begin programming, you need to prepare the system. Start by placing the programming overlay on the extension as shown below.

M7310N



M7324N



Four of the keys covered by the overlay have special functions. When one is active, the indicator next to it is lit with a ◀ or a ▶. Once you end the programming session, the keys return to their normal functions.

The four keys are:

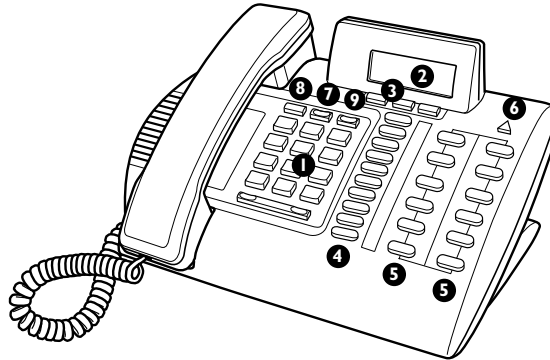
- Heading** Shows you the heading for the current level
- Back** Moves you back one item at the current level
- Show** Shows you the first setting within the level
- Next** Moves you one item forward at the current level

EXTENSION KEYS

Take a few moments to look over your extension and become familiar with its layout. Unlike the M7310N, the M7324N does not have a shift key (5) or dual memory keys (6). An explanation of each key follows the diagrams below.

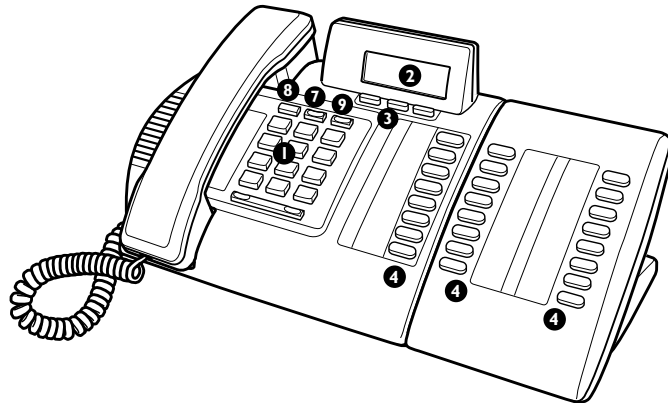
M7310N

- ❶ Keypad
- ❷ Display
- ❸ Display keys
- ❹ Memory keys (with indicators)
- ❺ Dual memory keys (without indicators)
- ❻ Shift key
- ❼ Feature key
- ❽ Hold key
- ❾ Release key



M7324N

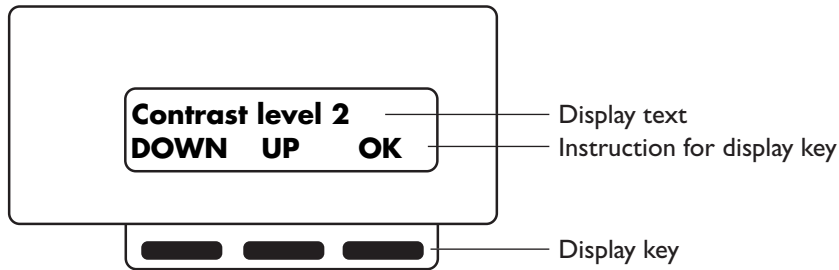
- ❶ Keypad
- ❷ Display
- ❸ Display key
- ❹ Memory keys (with indicators)
- ❼ Feature key
- ❽ Hold key
- ❾ Release key



Description	
❶ Keypad	Used to dial numbers when you make a call and to enter numbers and letters when you programme your extension.
❷ Display	Shows instructions and numbers when you use or programme the extension.
❸ Display keys	Activates the instruction that appears on the display above it.
❹ Memory keys	Activates a number or feature code stored in the key.
❺ Dual memory keys	Allows you to store two numbers or feature codes (M7310N only).
❻ Shift key	Allows you to use the number or feature code stored in the secondary memory of the dual memory key (M7310N only).
❼ Feature key	Allows you to enter a feature code when you use or programme your extension.
❽ Hold key	Puts an active call on hold.
❾ Release key	Terminates an active call or ends your programming session.

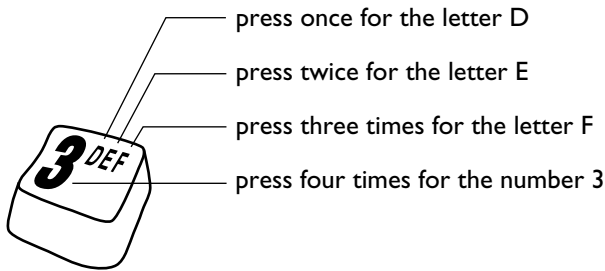
DISPLAY KEYS

Use the keys below the display to set and select options. Their functions change depending on the features you programme. Some display options include **ADD**, **CHANGE**, **OK** and **DOWN**.



USING THE KEYPAD TO ENTER LETTERS

Use the keypad to enter both letters and numbers. For example, to name a Speed Dial code "Terry," repeatedly press the number on the keypad that represents the first letter of the name until that letter appears on the display. In this example, press the keypad number 3 two times for "E."



CONVENTIONS

Boxed numbers indicate keypad numbers. Examples are **6** **6** **3**.

Boxed words indicate actual buttons. Examples are **Feature** or **Release** (**RLS** on the M7324 model).

Underlined words indicate display key choices. When you see **ADD** or **CHANGE**, for example, push the button underneath the word that is shown on the display.

To begin a programming session



BASIC PASSWORD

This allows routine programming of individual extensions.

ACTION:	VISUAL DISPLAY:
1. Place the programming overlay on the extension as shown on page 2.	1 Jan 12:00 pm
2. Press Feature .	Feature:
3. To programme the TIME code (time and date), enter * * 8 4 6 3 (the TIME code), followed by 2 2 7 4 2 . Using this example, the display shows:	Hour: 12:00 NEXT CHANGE

SYSTEM ADMINISTRATOR PASSWORD

This allows access to most of the settings for administration programming.

ACTION:	VISUAL DISPLAY:
1. Place the programming overlay on your extension as shown on page 2.	1 Jan 12:00 pm
2. Press Feature .	Feature:
3. Using the keypad, enter the System Access code: * * 2 6 6 3 4 4 .	Password: Retry
4. Enter your password: 2 3 6 4 6 . Press Retry if you enter the password incorrectly.	Terminal&Extns

Using either of the passwords described above, you can programme the system beginning with “Terminal and Extensions” (Terminal&Extns). Press **Next** repeatedly to scroll through programme options including:

- Terminal&Extns
- Lines
- Services
- Sys Speed Dial
- Passwords
- Time & Date
- System prgrming
- Software Keys
- Maintenance
- Using Metrics

To begin a programming session

SYSTEM ADMINISTRATOR PLUS PASSWORD

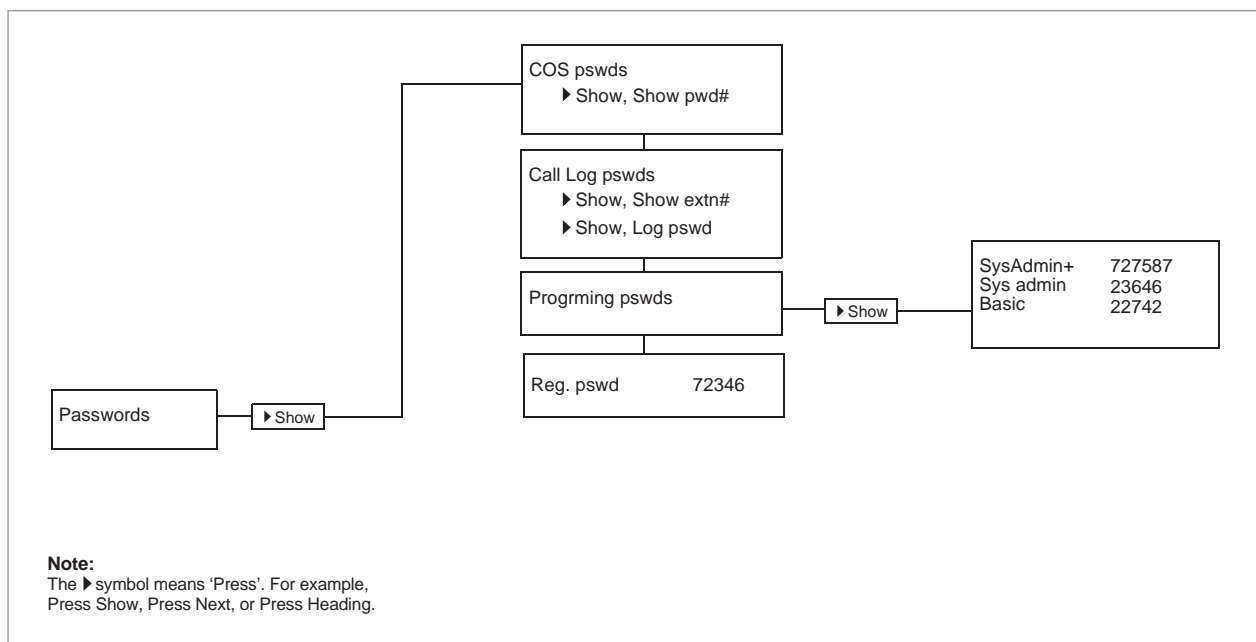
This allows access to all administration settings as well as several installer settings.

ACTION:	VISUAL DISPLAY:
1. Place the programming overlay on your extension as shown on page 2.	1 Jan 12:00 pm
2. Press Feature .	Feature
3. Use the keypad to enter the System Access code: * * 2 6 6 3 4 4.	Password: Retry
4. Enter your password: 7 2 7 5 8 7. Press RETRY if you enter the password incorrectly.	Terminal&Extns

ENDING A PROGRAMMING SESSION

ACTION:	VISUAL DISPLAY:
1. Press Release (RLS on the M7324 model).	End of session
2. After a few seconds, the date and time reappear on the display.	1 Jan 12:00 pm

PROGRAMMING MAP FOR PASSWORDS



Time and Date



To adjust the time and date on the entire system, you need only adjust the clock at one extension using the Basic password. The clock, which also controls the schedules for your routing and ringing features, must be re-set after a power failure.

CHANGING THE TIME AND DATE SETTINGS

Use this feature to change the clocks to GMT (winter) and BFT (summer) times. Clocks in spring is **forward and in fall is **back. In this example, the time is changed to 1:30 p.m. and the date is changed from January 1, 1998, to July 15, 1999.

ACTION:	VISUAL DISPLAY:
1. Place the overlay (see page 2) on your extension. Before your programming begins, the display shows:	1 Jan 12:00 pm
2. Press Feature followed by * * 8 4 6 3 (the Time and Date code) followed by 2 2 7 4 2 (the Basic password).	Hour:01 NEXT CHANGE
3. Press CHANGE .	Hour: _ _ CANCL
4. Use the keypad to enter the two-digit hour. The display shows one or two digits. The display prompts you to choose AM or PM.	AM OK CHANGE
5. Press CHANGE .	PM OK CHANGE
6. Press OK .	Hour:01 NEXT CHANGE
7. Press NEXT .	Minutes:00 NEXT CHANGE
8. Press CHANGE .	Minutes: _ _ CANCL
9. Using the keypad, enter the minutes.	Minutes:30 NEXT CHANGE
Press Release to end the session if you do not want to go on to change the date. To change the date, continue with Step 10.	
10. Press NEXT .	Year:98 Next CHANGE
11. Press CHANGE .	Year: _ _ CANCL

cont'd

ACTION:	VISUAL DISPLAY:
12. Use the keypad to enter the year.	Year:99 NEXT CHANGE
13. Press NEXT .	Month:01 NEXT CHANGE
14. Press CHANGE .	Month:___ CANCL
15. Use the keypad to enter 07 for July (01 is January; 12 is December).	Month:07 NEXT CHANGE
16. Press NEXT .	Day:01 NEXT CHANGE
17. Press CHANGE .	Day:01 CANCL
18. Use the keypad to enter the day (15).	Day:15 NEXT CHANGE
19. Press Release .	End of session
20. After a few seconds, the date and time reappear on the display.	15 Jul 1:30 pm

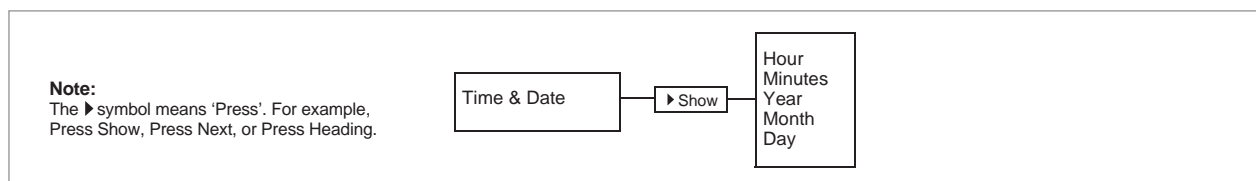
SHORTCUT – DATE CHANGE ONLY

To change the date only, jump to that section after beginning the programming session.

To **change only the date**, begin by placing the overlay on your extension (see page 2).

1. Press **Feature** followed by **(* * 8 4 6 3)** (the Time and Date code);
2. Press **(2 2 7 4 2)** (the Basic password).
3. Press **Next** twice. Then continue with the instructions below starting at Step 12.

PROGRAMMING MAP FOR TIME AND DATE



Pickup Groups



This feature allows you to answer calls for and from any extension in a Pickup Group. This section shows you how to assign an extension to a Pickup Group and how to answer a call from any extension within a Pickup Group. You can assign extensions to one of nine Pickup Groups. The options are 1 to 9 and *None*.

ASSIGNING AN EXTENSION

ACTION:	VISUAL DISPLAY:
1. Begin the session by following the instructions under “To begin a programming session” on page 5 using the <i>System Administrator</i> password.	Terminal&Extns
2. Press Show .	Show extn#: LIST
3. Enter the number of the extension that you want to programme. (Extension 234 in this example.)	234:234 COPY FIND
4. Press Show .	Line access COPY
5. Press Next .	Capabilities COPY
6. Press Show once.	Fwd no answer
7. Press Next until the display shows:	Pickup grp:None CHANGE
8. Press CHANGE to assign the extension to Pickup Group 1–9 or None. (We have used 1 as an example.)	Pickup grp:1 CHANGE
9. Press Release .	End of session
10. After a few seconds, the date and time reappear on the display.	1 Jan 12:00 pm

ANSWERING AN EXTENSION

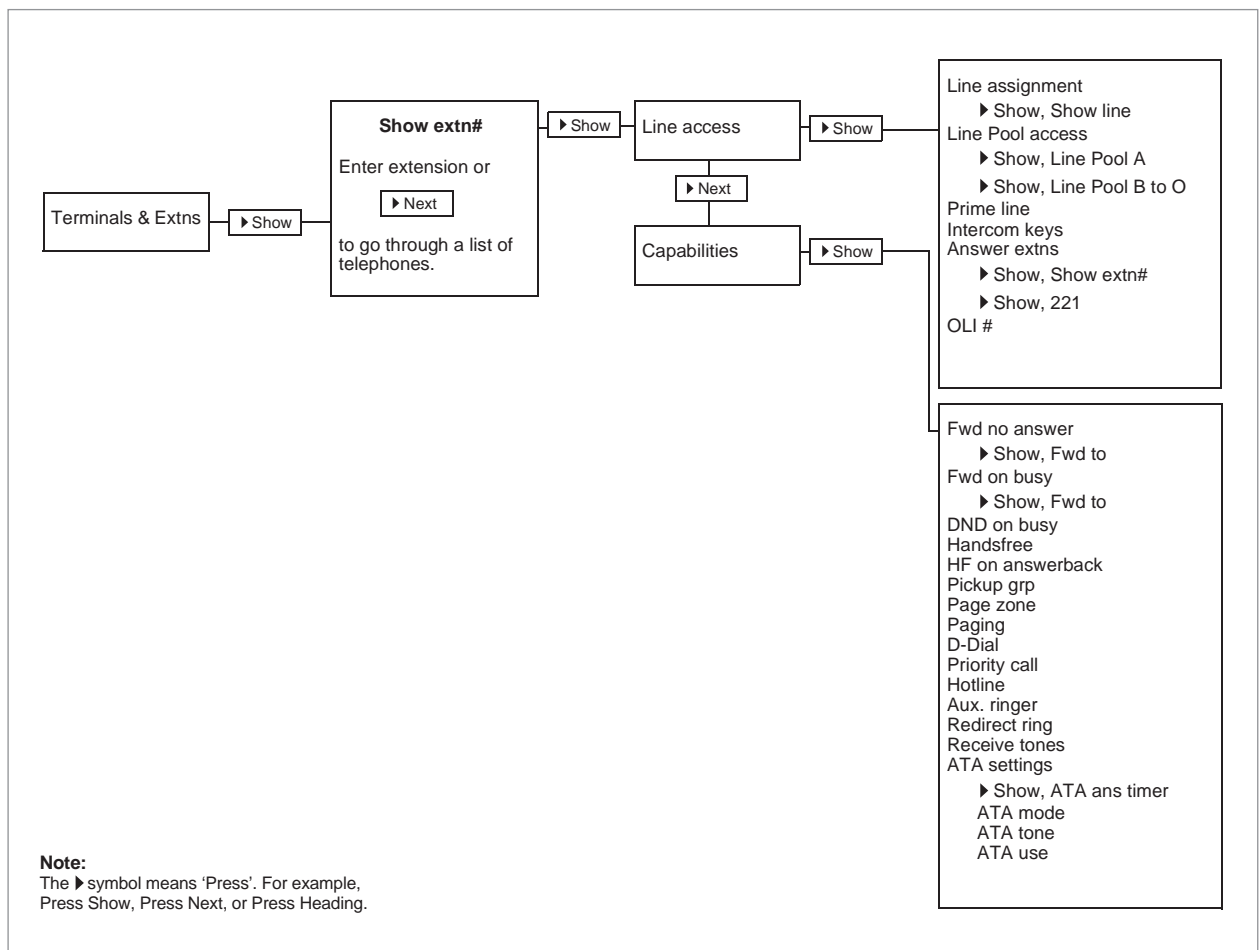
If there is more than one incoming call at an extension in a Pickup Group, calls are answered in this sequence:

1. on an extension line,
2. on the prime line, and
3. on internal lines.

This feature cannot be used to retrieve a camped call.

ACTION:	VISUAL DISPLAY:
1. Pick up any extension in your pickup group and press Feature 7 5 .	

PROGRAMMING MAP FOR SYSTEM PROGRAMMING



Line access



This section shows you both how to assign lines to individual extensions, and how to programme the number of appearances of DIA lines at each extension.

LINE ASSIGNMENT

With this setting, you assign physical lines and Direct Inward Access (DIA) lines to each extension.

- DIA lines are assigned and removed in the same manner as other lines.
- In general, exchange lines are not assigned to extensions unless the extension is used for monitoring incoming calls or making outgoing calls.
- You cannot assign a private line to another extension.
- Each assigned line must appear at an extension at a key with an indicator. If you set a line to *Ring only*, incoming calls appear on the intercom key

EXCEPTION: Central Answering Position module is only available on the M7324N. The M7100N has no line keys and is assigned any number of lines, but you must be sure that all lines assigned to the M7100N are set to ring. Otherwise, incoming calls are not heard.

ACTION:	VISUAL DISPLAY:
1. Begin by following the instructions under “ To begin a programming session ” on page 6 using the <i>System Administrator Plus</i> password.	Terminal&Extns
2. Press Show .	Show extn#: LIST
3. Enter the number of the extension you want to programme. Extension 221 is used as an example.	221:221 COPY FIND
4. Press Show .	Line access COPY
5. Press Show twice.	Show line... SCAN LIST
6. Enter the line number. Line number 001 is used as an example.	Show line: 001 SCAN BKSP LIST
7. Press SCAN to see the setting.	L002: SCAN FIND CHANGE
8. Press CHANGE to change the setting for each line: <i>Ring only</i> , <i>Appr&Ring</i> , <i>Appr. Only</i> or <i>Unassigned</i> .	Appr&Ring SCAN FIND CHANGE
9. Press Release to exit session.	End of session
10. After a few seconds, the date and time reappear on the display.	15 Jul 1:30 pm

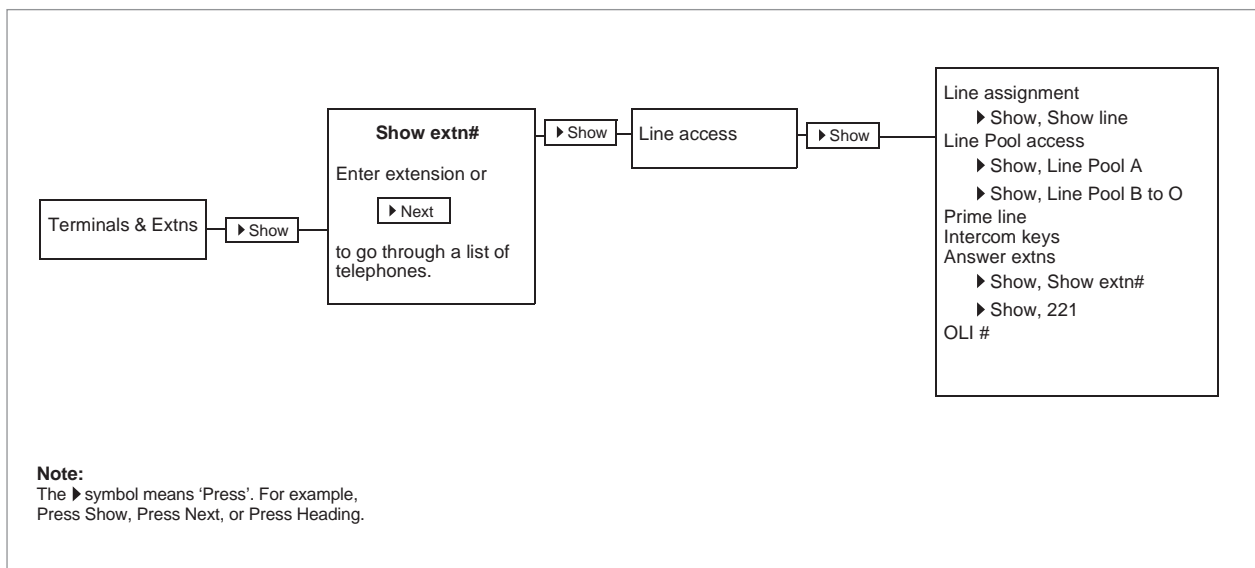
LINE APPEARANCES

With this setting, you can programme the number of appearances a DIA line is permitted at each extension.

- Line appearances rely on the previously described line-assignment setting, *Ring Only*, *Appr&Ring* or *Appr. only*. If you choose *Appr&Ring* or *Appr. only*, there can be as many simultaneous DDI calls as there are DIA key appearances. If *Ring only* is chosen, there can be as many simultaneous DDI calls as there are intercom keys. At least one intercom key is to remain open for outgoing calls.
- It is best to limit the number of line keys to four per extension. More line keys can be programmed on any given extension by programming fewer on another extension. For example, choose this option to programme 20 keys on an extension equipped with a Central Answering Position module.

ACTION:	VISUAL DISPLAY:
1. Begin the session by following the instructions under “To begin a programming session” on page 6 using the <i>System Administrator Plus</i> password.	Terminal&Extns
2. Press Show .	Show extn#: LIST
3. Enter the number of the extension you want to programme. The number 221 is used as an example.	221:221 COPY FIND
4. Press Show .	Line access
5. Press Show twice.	Show line... SCAN LIST
6. Enter the line number. The number 282 is used as an example.	L282:Appr&Ring SCAN FIND CHANGE
7. Press Show .	Appearances:1 CHANGE
8. Press CHANGE and enter 4 . For our example, we have chosen to have DIA line 282 appear on extension 221 four times.	Appearances:4 CANCL BKSP OK
9. Press OK .	Appearances:4 CHANGE
10. Press Release .	End of session
11. After a few seconds, the date and time reappear on the display.	1 Jan 12:00 pm

PROGRAMMING MAP FOR LINES



Restrictions



This feature prevents users from dialling certain numbers by assigning filters (packages of pre-set restrictions) to a line or extension. Filters can be added to an extension even if that extension shares a line. You can also programme extensions to override the filters.

Some of the more popular filters that restrict long-distance calls are already in place by default. Please refer to your *System Administration Guide* for a complete list of default filters.

In the following example, we assign restriction filter 11 to extension 221. Then we add a restriction and an exception to restriction filter 11.

SELECTING A FILTER OR ADDING RESTRICTIONS AND EXCEPTIONS TO AN EXTENSION

ACTION:	VISUAL DISPLAY:
1. Begin the session by following the instructions under “To begin a programming session” on page 6 using the <i>System Administrator Plus</i> password.	Terminal&Extns
2. Press Show .	Show extn#:
3. Enter 221 (as an example).	221:221 FIND
4. Press Show .	Line access COPY
5. Press Next four times.	Restrictions COPY
You can now add a filter.	
6. Press Show .	Restrtn filters
7. Press Show .	Show filter: _ _ COPY LIST
8. Press 1 1 .	Restrtn flt 11 COPY FIND
You have selected a filter. You can now add restrictions.	
9. Press Show .	No restrictions ADD
10. Press ADD .	Restrtn 01: _ _ ANY

cont'd

ACTION:	VISUAL DISPLAY:
11. Press ANY .	Restrnr 01:•__ ANY BKSP OK
12. Press 8 .	Restrnr 01:•8 ANY BKSP OK
13. Press OK . Now, extension 221 cannot dial out a number with 8 as the second digit.	Restrnr 01:•8 ADD REMOVE
You can now add an exception.	
14. Press Show .	Deny: •8
15. Press Next .	No overrides ADD
16. Press ADD . Remember, you are still programming dialling filter 11, restriction 01 for extension 221.	Override 001:_ ANY
17. Press 0 8 0 0 .	Override 001:0800 ANY BKSP OK
18. Press OK . Numbers that begin with 0800 can now be dialled.	Override 001:0800 ADD REMOVE
19. Press Release .	End of session
20. After a few seconds, the date and time reappear on the display.	1 Jan 12:00 pm

ASSIGNING A DIALLING FILTER TO A LINE

ACTION:	VISUAL DISPLAY:
1. Begin the session by following the instructions under “To begin a programming session” on page 6 using the <i>System Administrator Plus</i> password.	Terminal&Extns
2. Press Next .	Lines
3. Press Show .	Show line: _ _ _
4. For this example, we choose line 1. Press 0 0 1 .	Line001:Line001 FIND

Restrictions

cont'd

ACTION:	VISUAL DISPLAY:
5. Press Show .	Name:Line001 CHANGE
6. Press Next .	Restrictions COPY
7. Press Show .	Restrn filters
8. Press Next .	Line restrns
9. Press Show .	Normal:03 CLR CHANGE
10. Press CHANGE .	Use flt: _ _ CANCL
11. Press 0 0 . Restriction 00 has no restrictions. Now, any number can be called, but from this line only.	Normal:00 CHANGE
12. Press Release .	End of session
13. After a few seconds, the date and time reappear on the display.	1 Jan 12:00 pm

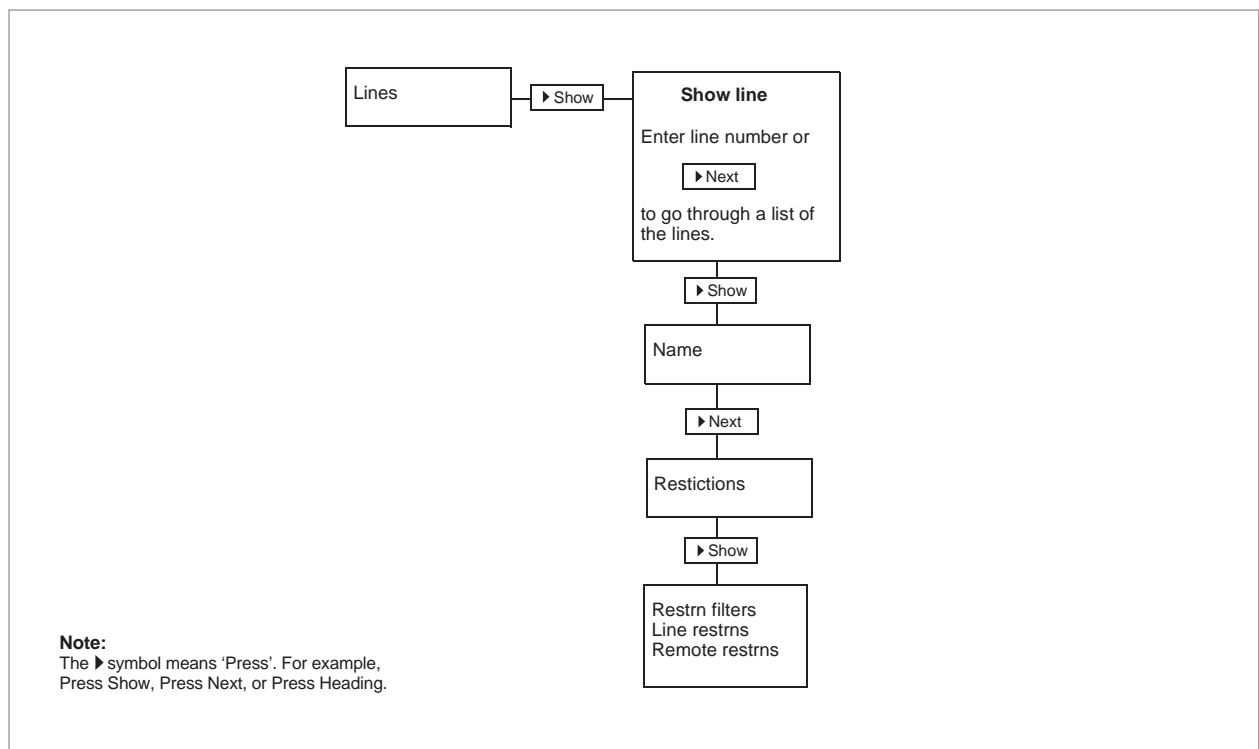
ASSIGNING A RESTRICTION FILTER TO AN EXTENSION

ACTION:	VISUAL DISPLAY:
1. Begin the session by following the instructions under “ To begin a programming session ” on page 6 using the <i>System Administrator Plus</i> password.	Terminal&Extns
2. Press Show .	Show extn#: __
3. Press 2 2 7 .	227:227 COPY FIND
4. Press Show .	Line access COPY
5. Press Next four times.	Restrictions COPY
6. Press Show .	Restrn filters

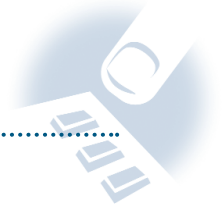
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ACTION:	VISUAL DISPLAY:
7. Press Next .	Extn restrns
8. Press Show .	Filters
9. Press Show .	Normal:02 CLR CHANGE
10. Press CHANGE .	Use flt:___
11. Press 0 1 (Dialling filter 01 restricts calls to local numbers only. You cannot dial long-distance numbers, even using line 001.)	Normal:01 CLR CHANGE
12. Press Release .	End of session
13. After a few seconds, the date and time reappear on the display.	1 Jan 12:00 pm

PROGRAMMING MAP FOR LINES



Speed Dial



This Speed Dial section shows you how to programme a new Speed Dial code from start to finish, including:

- Programming a system-wide Speed Dial code
- Selecting a line for the Speed Dial code
- Choosing the Speed Dial display format
- Programming a name for the Speed Dial code
- Confirming the dialling restrictions

ACTION:	VISUAL DISPLAY:
1. Begin the session by following the instructions under “To begin a programming session” on page 6 using the <i>System Administrator Plus</i> password.	Terminal&Extns
2. Press Next three times.	Sys Speed Dial
3. Continue programming using the instructions under each feature in the pages that follow.	

SHORTCUTS

If you want to re-programme just one part of the Speed Dial feature – for example, Choosing a Speed Dial format display – you can jump to that section after beginning a programming session.

To do that, complete steps 1 and 2 as above. Then follow the steps below to accomplish the task.

Selecting a line for the Speed Dial code

1. Press **Show**.
2. Enter the Speed Dial code for which you wish to select a line.
3. Press **Show**.
4. Press **Next**.
5. Press **CHANGE** until the line you want is on the display.

Choosing the Speed Dial display format

1. Press **Show**.
2. Enter the Speed Dial code for which you wish to change the format.
3. Press **Show**.
4. Press **Next** twice.
5. Press **CHANGE** to change between Y (do not display digits) and N (display digits).

SHORTCUTS cont'd

Programming a name for the Speed Dial code (NOTE: To do this, Display format must be set to "Yes.")

1. Press **Show**.
2. Enter the Speed Dial code for which you wish to change the name.
3. Press **Show**.
4. Press **Next** three times.
5. Press **CHANGE**.
6. Use the keypad and **= ->** until the entire name is entered.

Confirming dialling restrictions

1. Press **Show**.
2. Enter the Speed Dial code for which you wish to select a line.
3. Press **Show**.
4. Press **Next** four times.
5. Use **CHANGE** to change between Y (bypass restrictions) and N (do not bypass restrictions).

Ending the session

Press **Release** "End of session" appears on the display. After a few seconds, the display shows the date and time.

PROGRAMMING A SYSTEM-WIDE SPEED DIAL CODE

ACTION:	VISUAL DISPLAY:
1. Press Show .	Speed Dial #: _ _
2. Enter the Speed Dial code (from 01 to 70) you wish to programme (for example, 01).	Speed Dial #: 01 FIND
3. Press Show .	01: No number CHANGE
4. Press CHANGE .	01: CANCL
5. Use the keypad to enter the exchange (for example: 0191 256 7843). The number can contain up to 24 digits.	01: 01912567843 CANCL BKSP OK
6. Press OK .	01: 01912567843 CLR CHANGE

SELECTING A LINE FOR THE NEW SPEED DIAL CODE

ACTION:	VISUAL DISPLAY:
1. After programming the new exchange as above, the display shows:	01: 0191 256 7843 CLR CHANGE
2. Press Next .	Use prime line CHANGE
3. Press CHANGE repeatedly to scroll through the options (Use <i>prime line</i> , Use <i>line: _ _ _</i> , <i>Pool code _</i> and <i>Use routing tabl</i>). In this example, choose the prime line. Stop scrolling when this comes back up on the display.	Use line: _ _ _ CHANGE

Only extensions where this line appears have access to this Speed Dial code.

CHOOSING THE SPEED DIAL DISPLAY FORMAT

ACTION:	VISUAL DISPLAY:
1. After choosing the line as above, you can choose to see either the extension number being dialled or a name that you have chosen. The display shows:	Use prime line CHANGE
2. Press Next .	Display digits:Y CHANGE
3. Press CHANGE to change between Y (see the extension number) and N (to choose a name for the Speed Dial code).	Display digits:N CHANGE

PROGRAMMING A NAME FOR THE SPEED DIAL CODE

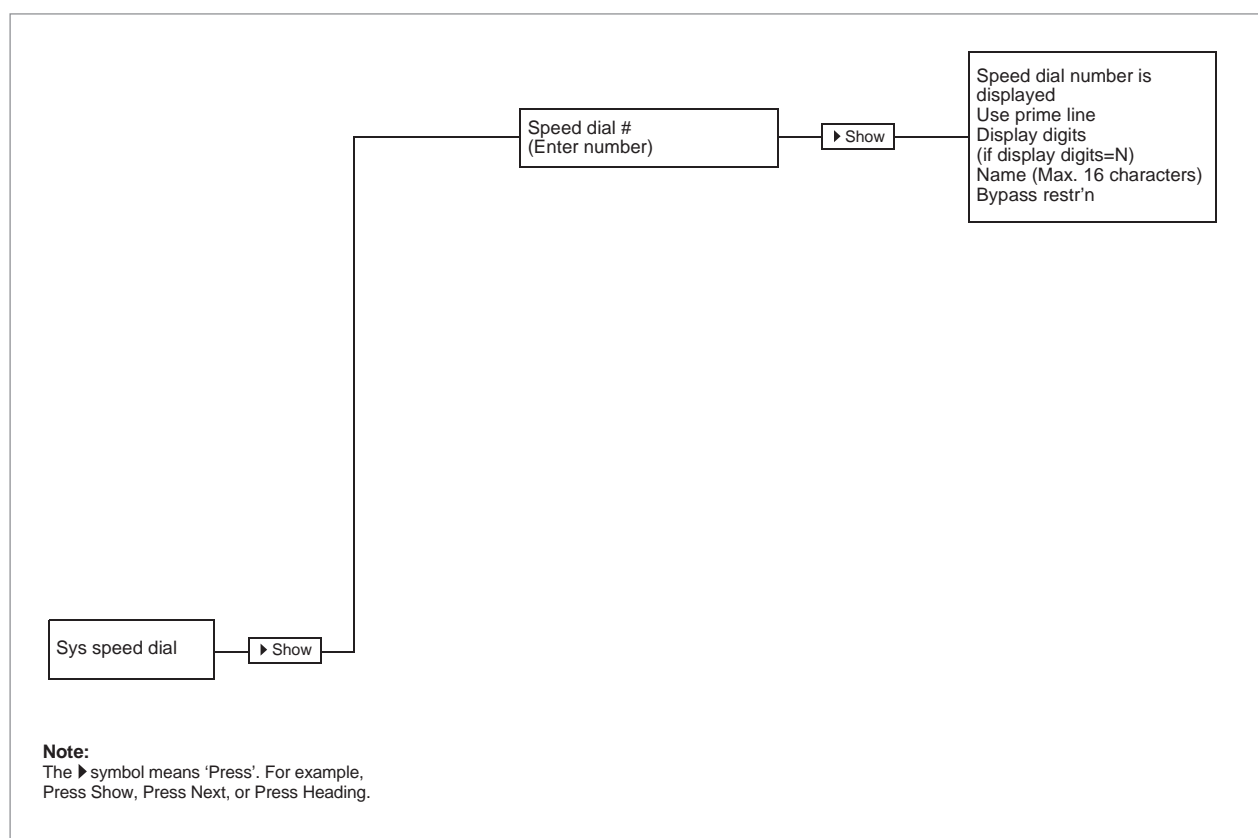
ACTION:	VISUAL DISPLAY:
1. Press Next . This default name is displayed:	Name:Sys Spd Di... CHANGE
2. Press CHANGE .	Name: _ -->
3. Press the number on the keypad that represents the first letter of the name. Press it repeatedly until the letter appears. (Using the name "Sutton," you press the keypad number 7 three times.)	Name:S <-- BKSP -->
4. Press --> to move to the next letter in the name. Use the keypad and --> until the entire name is entered. The name can be up to 16 characters long. Press # to enter a space.	Name:SUTTON <-- BKSP -->
5. Press Next to continue programming.	

CONFIRMING THE DIALLING RESTRICTIONS

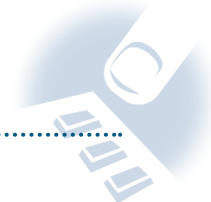
The system cannot bypass dialling restrictions already on the extension or line. This feature can either confirm existing restrictions or lift them. To change the dialling restrictions, refer to “Adjusting the Dialling restrictions.”

ACTION:	VISUAL DISPLAY:
1. After programming the Speed Dial name, the display shows:	Name:SUTTON <-- - BKSP -- >
2. Press Next . This display shows that the dialling restrictions on that line remain in effect.	Bypass restr'n:N CHANGE
3. Press Release .	End of session
4. After a few seconds, the date and time reappear on the display.	1 Jan 12:00 pm

PROGRAMMING MAP FOR SYSTEM SPEED DIAL



Call Forward No Answer



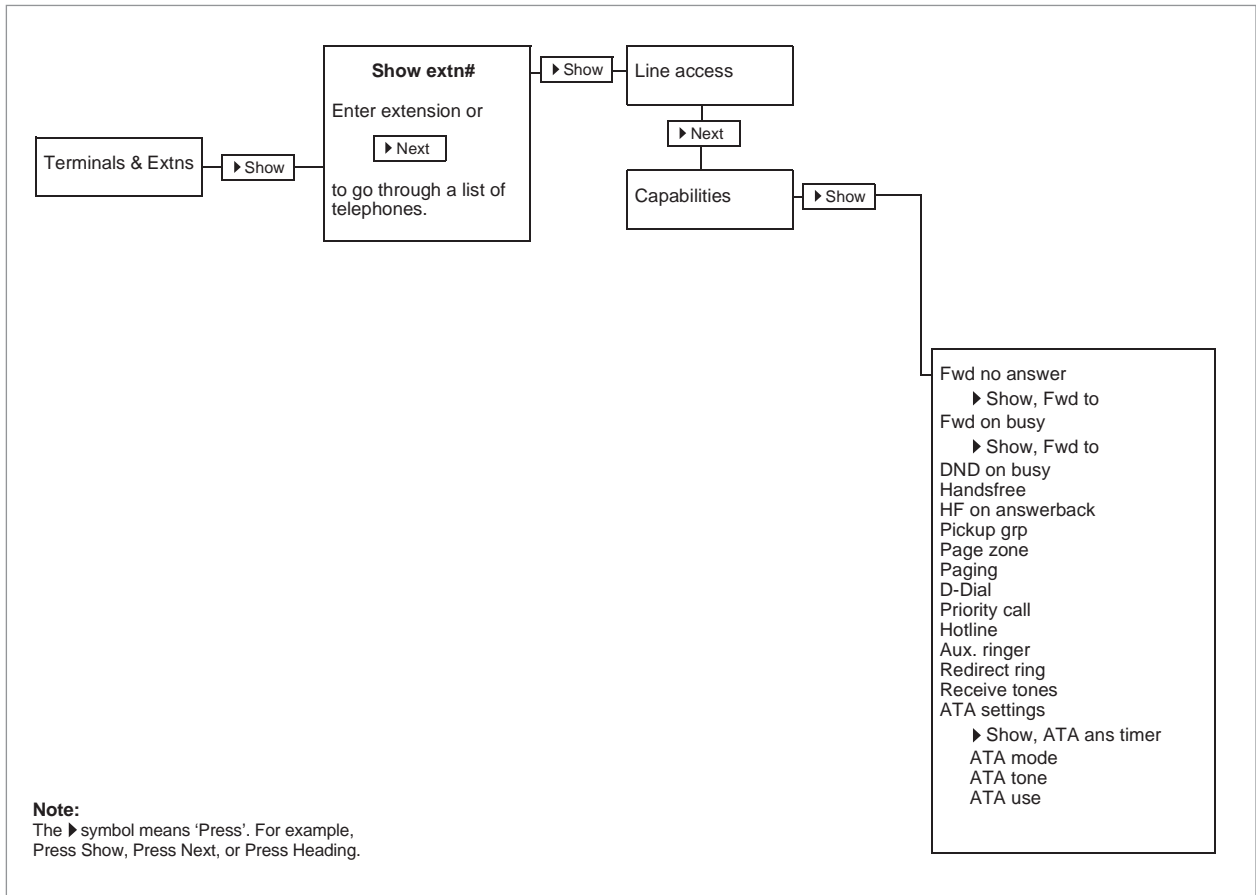
You can programme an extension to forward a call to a pre-determined extension if the call is not answered within a set number of rings. The default setting is 4, but options 2, 3, 4, 6 and 10 rings are available.

If a designated extension is set on Do Not Disturb or Do Not Disturb On Busy, the incoming call continues to ring at the original extension and the caller continues to hear ringback. To lessen the chance of this happening, you can designate a second back-up extension.

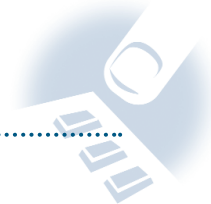
Calls coming in on an outside line are automatically transferred to the Prime extension for that line.

ACTION:	VISUAL DISPLAY:
1. Begin the session by following the instructions under “To begin a programming session” on page 6 using the <i>System Administrator Plus</i> password.	Terminal&Extns
2. Press Show .	Show extn:___
3. Enter the number of the extension you wish to programme (234 represents the number of the extension you have chosen to programme).	234:234 COPY FIND
4. Press Show .	Line access COPY
5. Press Next .	Capabilities COPY
6. Press Show .	Fwd no answer
7. Press Show .	Fwd to:None CHANGE
8. Press CHANGE .	Fwd to:_ _ _ CLR CHANGE
9. Use the keypad to enter the extension to which you want the calls sent. (Extension 221 in this example.)	Fwd to:221 CLR OK
10. Press OK to confirm.	
11. Press Release .	End of session
12. After a few seconds, the date and time reappear on the display.	1 Jan 12:00 pm

PROGRAMMING MAP FOR TERMINALS AND EXTENSIONS



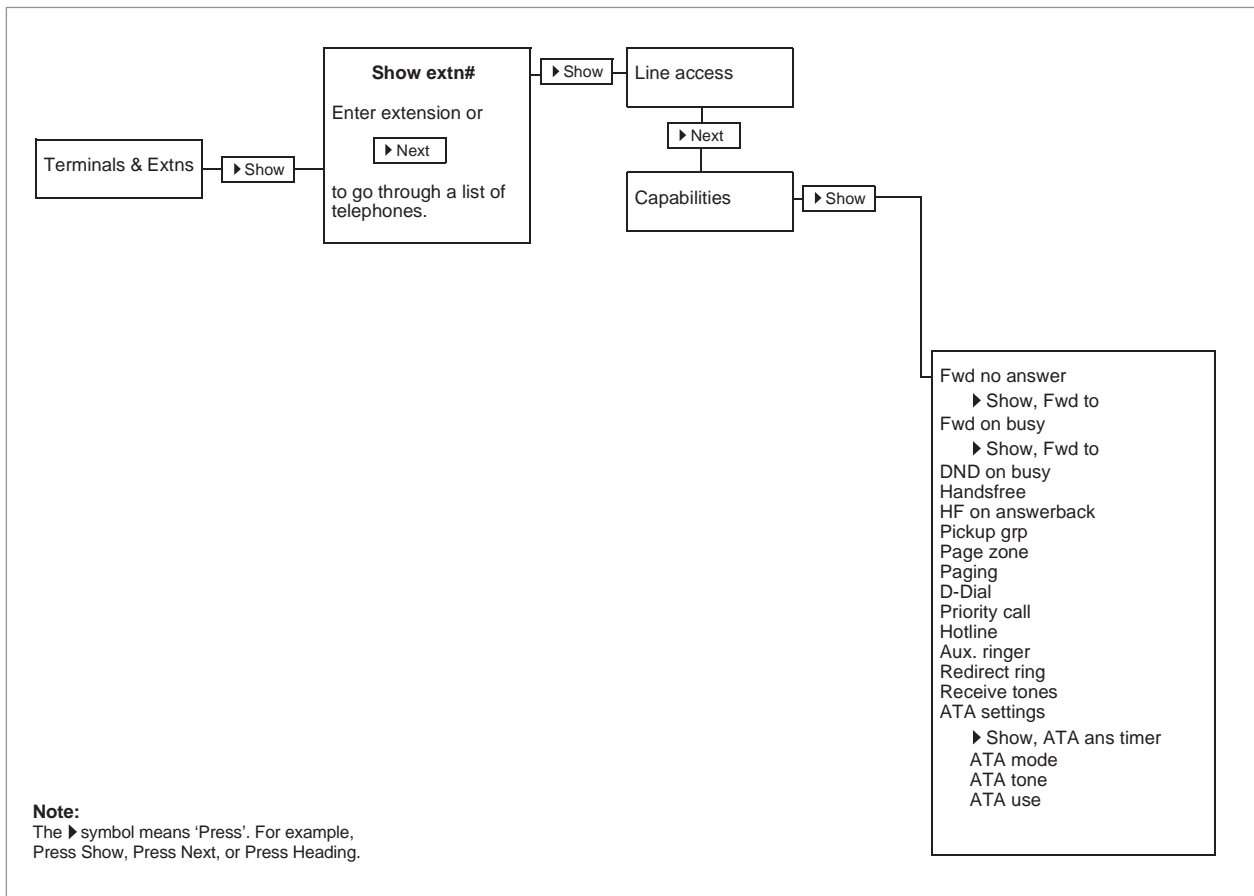
Call Forward On Busy



You can programme your extension to forward a call to a different extension if you are engaged at your station or if you have Do Not Disturb activated.

ACTION:	VISUAL DISPLAY:
1. Begin the session by following the instructions under “To begin a programming session” on page 6 using the <i>System Administrator Plus</i> password.	Terminal&Extns
2. Press Show .	Show extn: _ _ _
3. Enter the number of the extension you wish to programme (234 represents the number of the extension).	234:234 COPY FIND
4. Press Show .	Line access COPY
5. Press Next .	Capabilities COPY
6. Press Show .	Fwd no answer
7. Press Next .	Fwd on busy...
8. Press Show .	Fwd to:None... CHANGE
9. Press CHANGE .	Fwd to:221 CLR CHANGE
10. Use the keypad to enter the extension to which you want the calls sent. (Extension 221 in this example.)	Fwd to:221 CLR CHANGE
11. Press Release .	End of session
12. After a few seconds, the date and time reappear on the display.	1 Jan 12:00 pm

PROGRAMMING MAP FOR TERMINALS AND EXTENSIONS



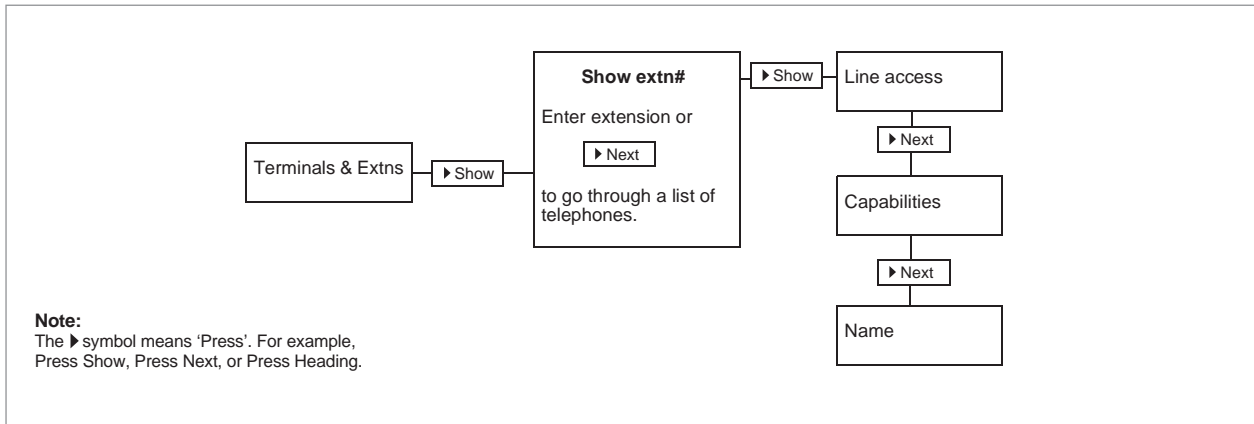
Naming Extensions



This section allows you to assign a name to each extension in your office.

ACTION:	VISUAL DISPLAY:
1. Begin the session by following the instructions under “To begin a programming session” on page 6 using the <i>System Administrator Plus</i> password.	Terminal&Extns
2. Press Show .	Show extn#: _ _ _ LIST
3. Enter the three-digit number of the extension you want to name. The number 234 is used as an example.	234:234 COPY FIND
4. Press Show .	Line access COPY
5. Press Next .	Capabilities COPY
6. Press Next . (The default “name” is the extension number.)	Name:234 CHANGE
7. Press CHANGE .	Name: _ -->
8. Press the number on the keypad that represents the first letter of the name. Press it repeatedly until the letter appears. (Using the name “B JONES,” for example, press the keypad number 7 three times. For more information on this, please see <i>Using the keypad to enter letters</i> on page 4.)	Name:B BKSP -->
9. Press --> to move to the next letter. Use the keypad and --> until the entire name is entered. The name can be up to 16 characters long. Press # to enter a space.	Name:B JONES < -- BKSP -->
10. Press Next to save.	End of session
11. Press Release .	End of session
12. After a few seconds, the date and time reappear on the display.	1 Jan 12:00 pm

PROGRAMMING MAP FOR TERMINALS AND EXTENSIONS



Moving Extensions



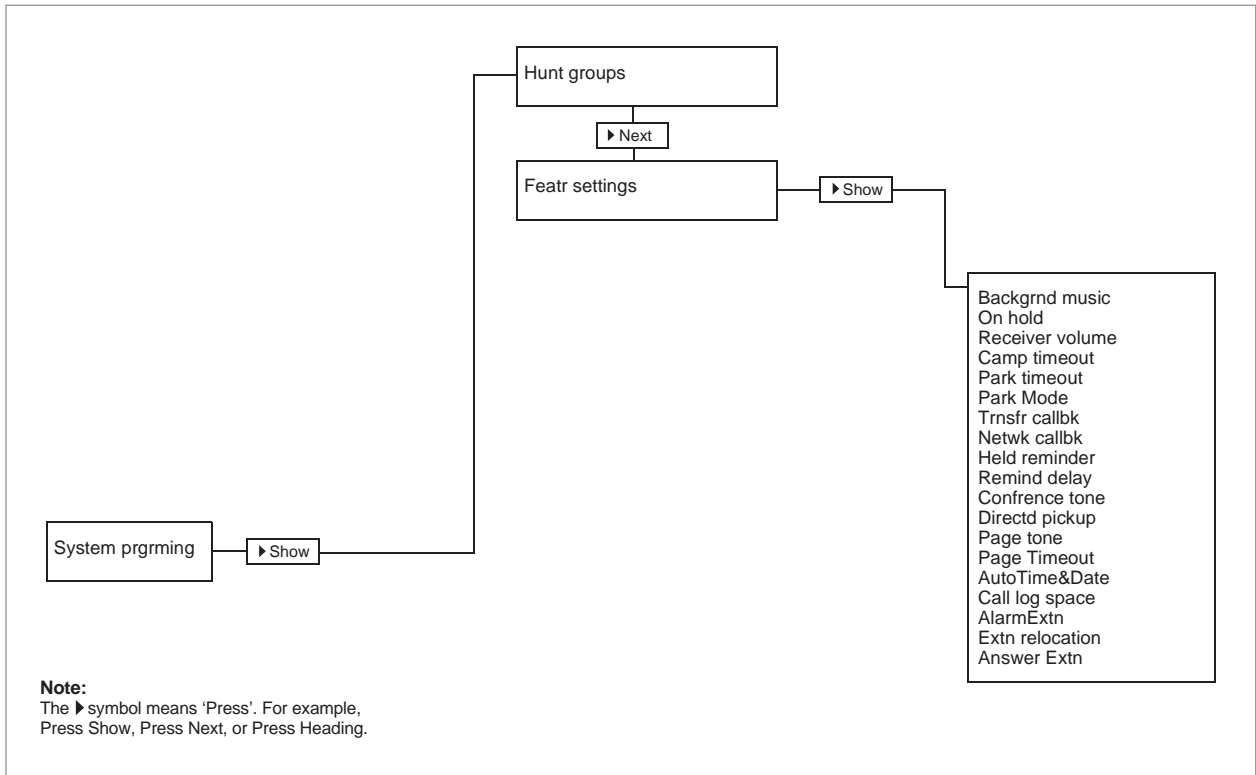
This feature allows you to move an extension to another socket without losing all of its custom programming or its assigned extension number.

There are some things to know about this feature to ensure success:

- It may take up to 60 seconds for the Central Control Unit to recognise the extension at the new location.
- Direct Inward Access (DIA) lines are virtual lines, not physical ones. Therefore, when you move an extension, the DIA lines programmed for that extension are not moved with the telephone.
- Make one complete move at a time. In other words, take one extension, plug it in to the new socket and wait for the CCU to accept it before using the abandoned socket. If you do not wait, the new extension going into the old socket receives all the programming from the old extension.
- It is important to ensure that all sockets used support a Norstar unit.
- If a fax machine, ATA, analogue telephone or modem was plugged into the socket, do not use a Norstar unit in that socket.

ACTION:	VISUAL DISPLAY:
1. Begin the session by following the instructions under “To begin a programming session” on page 6 using the <i>System Administrator Plus</i> password.	Terminal&Extns
2. Press Next six times.	System prgrming
3. Press Show .	Hunt groups
4. Press Next .	Featr settings
5. Press Show .	Backgrnd music:N CHANGE
6. Press Next 17 times until Extn relocation appears.	Extn relocatn:N CHANGE
7. Press CHANGE to choose Y for Yes.	Extn relocatn:Y CHANGE
8. Press Release .	End of session
9. After a few seconds, the date and time reappear on the display.	1 Jan 12:00 pm

PROGRAMMING MAP FOR TERMINALS AND EXTENSIONS



Ringling Service



This service is used if you want to treat incoming calls differently during the lunch hour, in the evening or during holidays.

You can set up the Ringling Service to handle calls according to any one of six different pre-programmed schedules:

- Night
- Evening
- Lunch
- Schedule 4
- Schedule 5
- Schedule 6

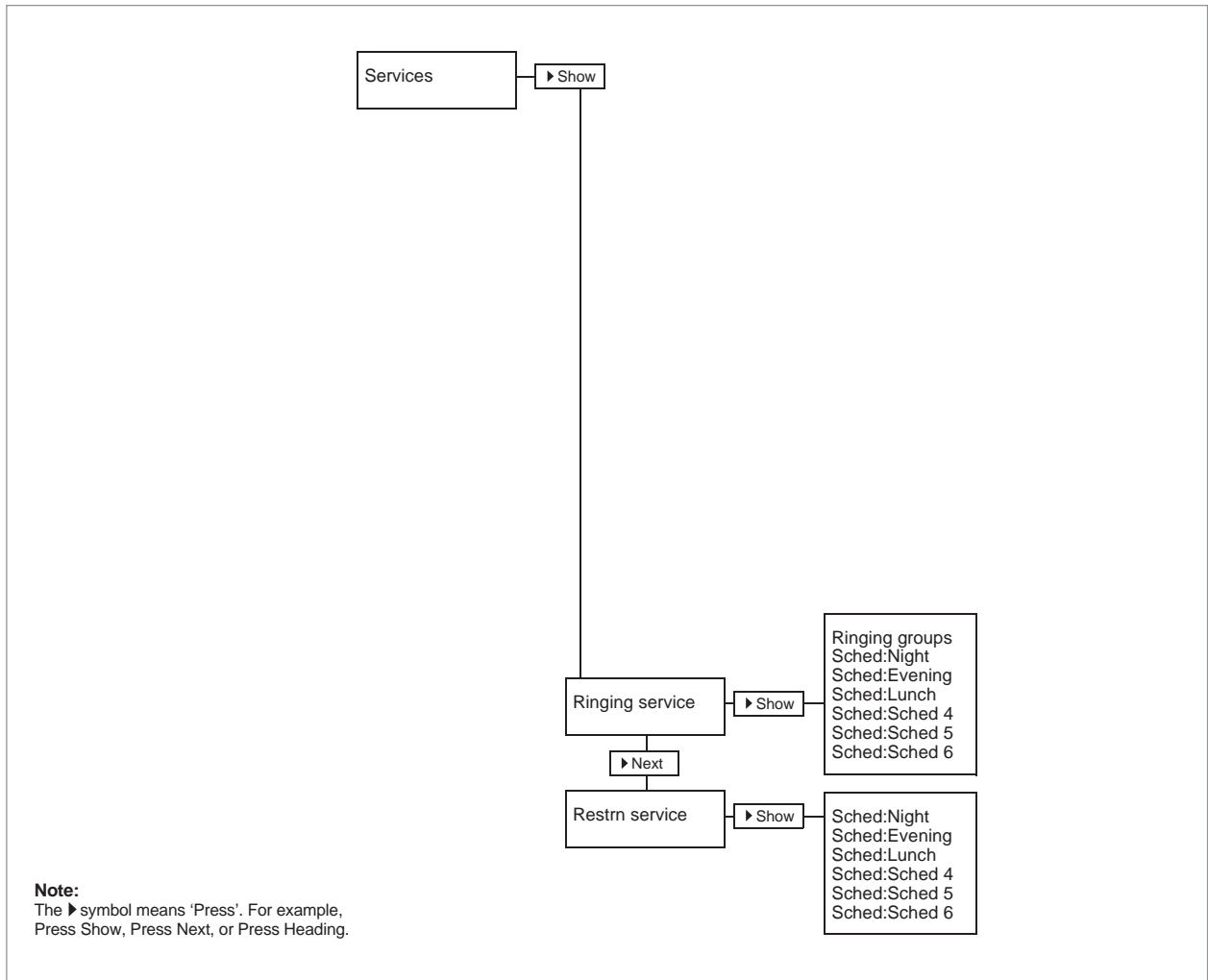
If the Ringling Service feature is set to manual, it remains in effect until you switch it off, regardless of any pre-existing automatic schedules. Manual also overrides any automatic service that is currently active.

The default control extension for all lines is 221.

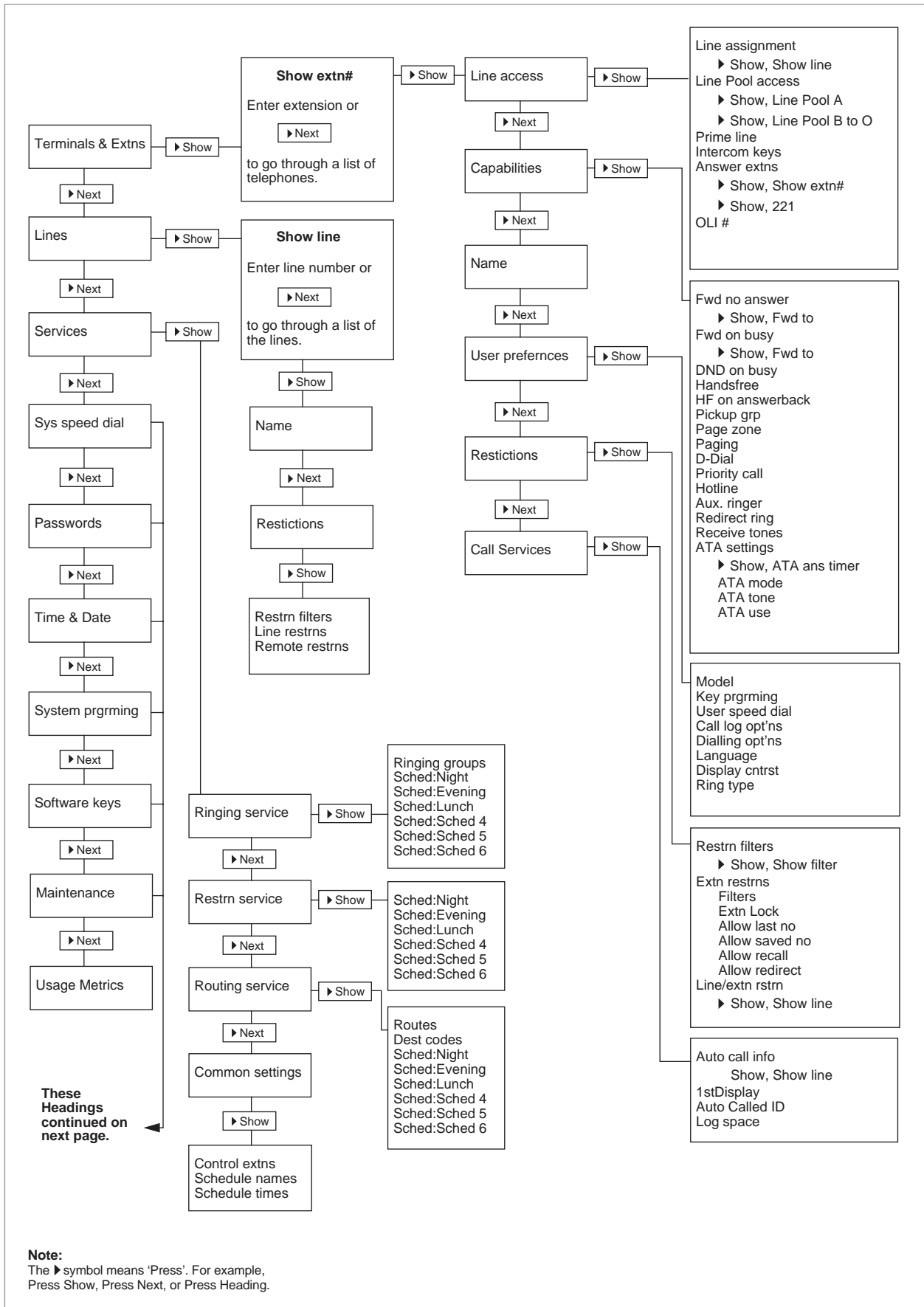
TURNING RINGING SERVICE ON OR OFF

ACTION:	VISUAL DISPLAY:
1. Begin the session by following the instructions under "To begin a programming session" on page 6 using the <i>System Administrator Plus</i> password.	Terminal&Extns
2. Press Next twice.	Services
3. Press Show .	Ringling service
4. Press Show .	Ringling groups
5. Press Next .	Sched:Night
6. Press Show .	Service: CHANGE
7. Press CHANGE to choose <i>Manual, Auto</i> or <i>Off</i> .	Service:Auto CHANGE
8. Press Release .	End of session
9. After a few seconds, the date and time reappear on the display.	1 Jan 12:00 pm

PROGRAMMING MAP FOR SERVICES



Programming map (System Administrator Plus password)



Programming map (System Administrator Plus password)

