



HOW TO USE NORSTAR COMMONLY USED FEATURES:

FEATURE *0	=	BUTTON INQUIRY	To check how the buttons are programmed.
FEATURE *1	=	EXTERNAL AUTO DIAL	To program Outside Number onto autodial buttons.
FEATURE *2	=	INTERNAL AUTODIAL	To program extension numbers onto autodial buttons.
FEATURE *3	=	PROGRAM FEATURES	To program Norstar features onto autodial buttons.
VOICECALL	=	IMMEDIATE TWO WAY COMMUNICATION BETWEEN EXTENSIONS	
		Press Voicecall	+ Extension Number

- CONFERENCE CALL
- 1) Make first call.
 - 2) Press CONF/TRANS button (or Feature 3).
 - 3) Press another line button to make a second call (the Norstar system will automatically put the first call on hold).
 - 4) Press CONF/TRANS button (or Feature 3) again.
 - 5) Press the first line (on hold).
 - 6) Conference call complete.

What is your extension #? Press FEATURE *0 (BUTTON INQUIRY) + INTERCOM

To open mailbox: Press "OPEN MAILBOX" button OR Feature 981

Password: 1234, then press OK.

If not at your desk or you do not have an extension, then to retrieve your messages:

Press "OPEN MAILBOX" button OR Feature 981

Press OTHR

Log: Enter Mailbox #, then password 1234

Press OK.
