NORSTAR TELEPHONE SYSTEM PROGRAMMING SHORT FORM

"HOW TO CHANGE NAMES FOR EXTENSIONS"

Feature   **266344
Pswd: ADMIN

**Use program template below to navigate through programming. Place template over top four buttons that have triangles in LCD when entering programming mode. See below:

HEADING	△	SHOW
BACK	△ △	NEXT
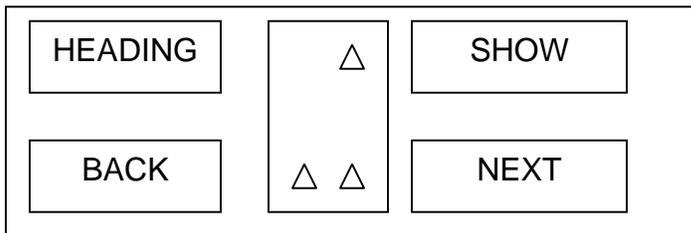
See: TERMINALS AND SETS

Press   SHOW
Enter EXT #.
Press   SHOW
Press   NEXT
Press CHG on the display
Enter letters of name using the dial pad (same as you would on a cell phone).

Press   NEXT when done.
Press   RLS on telephone set to finish.

"HOW TO CHANGE TIME AND DATE"

Feature   **266344
Pswd: ADMIN

**Use program template below to navigate through programming. Place template over top four buttons that have triangles in LCD when entering programming mode. See below:

HEADING	△	SHOW
BACK	△ △	NEXT
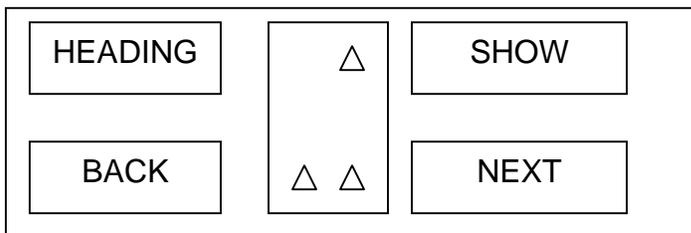
See: TERMINALS AND SETS

Press   NEXT (5 times) until you see TIME & DATE
Press   SHOW
Press   CHG and NEXT on Display to make time and date changes.

Press RLS to finish programming.

NORSTAR VOICEMAIL SYSTEM PROGRAMMING
SHORT FORM

"HOW TO CHANGE MAILBOX SETTINGS"

Feature 983

Log: If you have 2 digit extension numbers, the enter:
                                     12 0000   or   12 1234

                       If you have 3 digit extension numbers, then enter:
                                    102 0000   or   102 1234

Press OK

You will see on your display:

```
┌─────────────────────────────────────────┐
│  ADMIN                                    │
│                                           │
│  MBOX            AA            OTHR        │
└─────────────────────────────────────────┘
```

Press MBOX:

```
┌─────────────────────────────────────────┐
│  MAILBOX ADMIN                            │
│                                           │
│  ADD           DEL           CHNG         │
└─────────────────────────────────────────┘
```

Press CHNG:

Enter Mailbox #

Press RESET (if you want to reset the mailbox password back to default of 0000)

If you want to change the name on the mailbox, then continue with the follow; otherwise press RLS to finish.

Press NEXT three times. Here is where you can change the name of the mailbox.

Press CHG and enter the last name first using the dial pad.

      Press the # key twice in order to place a comma between the last name and the first name.

Press NEXT when finished entering the entire name.

Press RLS to get out of programming.

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"HOW TO RECORD NAME IN MAILBOX"

Access personal mailbox by entering:

Feature 981
Enter password

Press   ADMIN

Enter "1" on the dial pad and wait for the tone to record new name for the company directory. Follow the prompts to save recording.