

Using Speed Dial

Norstar provides two types of speed dialing: system and personal.

- **System Speed Dial** programming allows you to assign a maximum of 255 three-digit speed dial codes (001-255) to the external numbers your co-workers call most frequently.
- **User Speed Dial** programming allows individuals to program a maximum of 24 speed dial numbers that are personal to their telephone. These numbers also have three-digit codes (256-279)

Speed dial numbers are subject to the same restriction filters as regularly dialed numbers. Your installer or customer service representative can program system speed dial numbers to bypass dialing restrictions.

Speed dial numbers may include host system signaling codes.

Making a speed dial call



Tip - *There is no difference between using User Speed Dial and using System Speed Dial. They differ only in how you program them.*

1. Press **[*]** **[0]** to quickly dial external telephone numbers that have been programmed onto speed dial codes.
2. Enter the appropriate three-digit speed dial code.

Changing and adding System Speed Dials

The system coordinator assigns numbers to System Speed Dial codes for the entire system. See *Adding or changing a system speed dial* on page 31.

Adding or changing User Speed Dial

To add or change a User Speed Dial number on your telephone:

1. Press **[☎] [*] 4**.
2. Enter a three-digit code from 256 to 279 that you want to associate with a telephone number.
3. To include a line selection for this number, press the line or intercom button. To select a line pool, press a programmed line pool button, or press the button labelled as intercom and enter a line pool access code.
For the M7100 and T7100 sets, you can select only a line pool.
4. Enter the number you want to program.
5. Press **[☎]** or **OK**.

Displays

01:9_ CANCL BKSP OK	Continue entering the number you want to program. You can change the number by pressing BKSP or [←] . When you are finished, press [☎] or OK .
--	--

Enter digits QUIT OK	Enter the telephone number you want to program exactly as if you were dialing it normally. When you are finished, press [☎] or OK .
--	---

Invalid code	You have entered a code outside the code range (001-255 for system, 256-279 for personal).
---------------------	--

No number stored	There is no number stored on the speed dial code you have dialed.
-------------------------	---

Program and HOLD	If you want to program a line or line pool selection for this speed dial number, select the line or line pool. Otherwise, enter the telephone number exactly as if you were dialing it normally. When you are finished, press [☎] .
-------------------------	--

Program and OK QUIT OK	If you want to program a line or line pool selection for this speed dial number, select the line or line pool. Otherwise, enter the telephone number you want to program exactly as if you were dialing it normally. When you are finished, press OK .
--	---

Select a line	There is no line associated with the speed dial number you are trying to use. Select a free external line or line pool and enter the speed dial feature code again.
----------------------	---

Unknown number	The system cannot dial the number stored. Reprogram the number.
-----------------------	---

For other displays, see *Common feature displays* on page 247.

Adding or changing a system speed dial

You program a speed dial on your Norstar so that anyone in your office can dial a frequently used number using a three-digit code (001-255).

To change a speed dial that already exists, follow the same steps. The new programming overwrites the previous number and settings.

Begin the programming session

Jan 1 12:00PM	Press 0 .
Feature:	Press * * 2 6 6 3 4 4 .
Password: RETRY	Press 2 3 6 4 6 .

Choose a speed dial code

Terminals&Sets▶	Press Next three times.
Sys Speed Dial▶	Press Show .
Speed dial #:.. LIST	Press 0 0 1 .
You can pick any system speed dial code between 001 and 255.	
Speed dial #:001▶ FIND	Press Show .

Add or change the telephone number

001:No number CHANGE	Press CHANGE .
001:.. CANCL OK	Use the dialpad to program the telephone number that you want to add. The telephone number can be up to 24 digits long.
001:nnnnnnn.. CANCL BKSP OK	Your display shows the telephone number, which is represented by the row of n-characters shown here. Press OK .

Select a line for the speed dial code

001:nnnnnnn CLR CHANGE	Press Next .
Use prime line CHANGE	Press CHANGE to see your options: Use prime line, a specific line (for example Use line:01), a line pool (for example Pool code:71), or Use routing to 1.
Stop pressing CHANGE when the display shows the prime line again.	
Use prime line CHANGE	In this example, the system selects the prime line automatically to dial speed dial code 001. This is the most common choice.

If you assign a specific line to a system speed dial number, only telephones with an appearance of that line can use the speed dial number.

Choose what shows up on the display

Use prime line Press .
CHANGE

Display digits:Y Your choices are Yes and No. Yes means the display shows the telephone number. Press CHANGE.
CHANGE

Display digits:N No means the display shows a name for the code.
CHANGE

Program a name for a speed dial

The system has a standard name to display, so it is not necessary for you to program one. However, if you have chosen not to display the telephone number, you may want a specific name.

Alpha tagging feature: This feature offers name display for calls coming in over lines that offer number-only display services.

If you specify a name for a speed dial, and that person calls in on an external line, the speed dial name you specify acts as the name display for the call if the call number matches the number in the speed dial list. If the telephone has also been configured to display Caller ID (Caller ID set) and the name of a caller first (1st display), then the name you program for the speed dial code is the name that will display.

For example: If you create a speed dial for the courier company you use, and assign the name Courier with the following process, when that company calls you, Courier would appear on the display for the call.

Display digits:N Press .
CHANGE

Name Sys Spd Di... Press .
CHANGE

...al 001 ... This is the name the display shows if you do not change it. Press CHANGE.
CHANGE

Name: _ Decide the name you want to give to the speed dial code.
-->

Press the dialpad button that has the first letter of the name until the display shows the letter you want.

Name S Press ==>.
BKSP -->

Name S_ Use the dialpad and ==> until you have the entire name.
<-- BKSP -->

The name can be up to 16 characters long, including spaces.
Press # on the numeric dialpad to add spaces.

Name SAVINGS BANK Press .
<-- BKSP -->

Name SAVINGS BA... Press to end your session.
CLR CHANGE

Or you can press , then to program another speed dial number.

End of session