

Norstar M7208  
User Card



## Introduction

Your Norstar M7208 Phone offers the simplicity of a standard telephone plus the versatility of many special features. This card will help you to use your new Norstar phone and to customize some of its features. When using your phone refer to the detachable Feature List and the Receiver Card under the receiver for quick reference.

## Telephone Buttons

To release a call or a feature press this button.

To put a call on hold press this button.

To use a feature press this button and then enter a feature code.

1	2	3
4	5	6
7	8	9
*	0	#

Press the dialpad to dial or to enter feature codes.

When using the receiver, handsfree speaker or headset, press this button to adjust the volume.

## Adjusting Ring Volume

Try using some of these buttons now to set the volume of your phone's ring.

- 1 To make your phone ring press    .
- 2 To reach desired volume press  repeatedly.

## The Display

The display shows you the time and date, and call information and helps you with Norstar features. Follow the instructions.



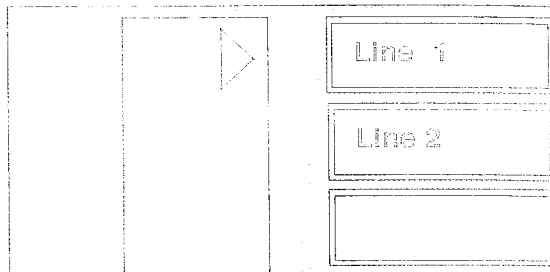
## Selecting Ring Type

Now select a distinctive ring to help you distinguish between your phone and others nearby.

- 1 Press   .
- 2 Press  or  or  or  until you hear the ring type you want.
- 3 Press  to finish.

## Line Buttons

Some of these buttons are used to access telephone lines. This indicator ( ▶ ) appears beside a button that is in use.



A flashing indicator shows that a line is ringing or on hold. Any outside line buttons for calls outside your office are at the top. Any intercom (inside) line buttons for calls inside your office are at the bottom.

### Making calls inside your office

Use the list of two-digit intercom numbers (21- 36), supplied by your System Coordinator, to make calls inside your office.

- 1 Pick up the receiver.
- 2 If ▶ appears beside an intercom button, dial.  
If not, press an intercom button without ▶.  
After ▶ appears beside the button, dial.

### Making calls outside your office

#### *With outside line buttons*

- 1 Pick up the receiver.
- 2 If ▶ appears beside an outside line button, dial.  
If not, press an outside line button without ▶.  
After ▶ appears beside the button, dial.

#### *Without outside line buttons*

- 1 Pick up the receiver.
- 2 Press an intercom button without ▶.  
After ▶ appears beside a button, press **9** and dial.  
If access is denied, contact your system coordinator.

### Another way of making calls

Try this convenient way to make inside and outside calls.

- 1 Press a line button without ▶.
- 2 Dial. If line is not busy, listen until the call is answered.
- 3 Pick up the receiver.

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## Holding calls

Your Norstar phone has several hold features. Press the **Hold** button. The **Hold** flashes. Press the line button to get back to a held call. The Exclusive Hold feature keeps a held call private. The Automatic Hold feature puts a call on hold automatically when you switch from one line to another.

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## Using Handsfree/Mute

If you have this button **Handsfree Mute** you can use Handsfree. Your phone has a microphone and speaker so you can communicate without picking up the receiver. This feature is also called speakerphone.

### *To make or answer a call*

- 1 Press **Handsfree Mute** instead of picking up the receiver.

### *While on a call*

- 1 Press **Handsfree Mute** and replace the receiver to switch to handsfree.
- 2 Pick up the receiver to switch back.

### *To turn your microphone off and on while using handsfree*

- 1 Press **Handsfree Mute** again to talk privately outside the telephone conversation. The **Hold** flashes to let you know that the caller can't hear you.
- 2 Press **Handsfree Mute** to allow the person on the phone to hear you again.

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## Using the Conference and Transfer feature

### *To conference*

- 1 Make the first call.
- 2 Put the first call on hold.
- 3 Make the second call.
- 4 After the call is answered, press **Conf/Trans** OR press **Feature 3**.
- 5 Press the line button of the first held call.

### *To end the call*

- 1 Press **Rls** to finish.

See the System Coordinator Guide for more details.

### *To transfer*

- 1 Put the call on hold.
  - 2 Call the person in your office to whom you will transfer the call.
  - 3 After the call is answered, press **Conf/Trans** OR press **Feature 3**.
  - 4 Press the line button of the held call.
  - 5 Press the **Transfer** display button.
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## Norstar Feature List

Detach this alphabetical list of Norstar Features for quick reference when using your phone. Use the following codes for direct access to the features, or to program frequently used features onto memory buttons. Your System Coordinator has more information about these and about automatic features.

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Feature	8	6	<b>Background Music</b>		
			Listen to music (provided by your office) through your phone speaker when you aren't on a call.		
Feature	#	8	6	Turn off the background music.	
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Feature	7	7	<b>Call Duration Timer</b>		
			Temporarily show on the display the approximate length of your most recent or current call.		
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Feature	4	<b>Call Forward</b>			
		Forward your calls to another phone in the office.			
Feature	#	4	Cancel Call Forwarding.		
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Feature	7	5	<b>Call Pickup</b>		
			Answer a call that is ringing at another phone in your pickup group.		
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Feature	3	<b>Conference/Transfer</b>			
			Set up a three-person call or transfer a call to another phone in your office.		
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Feature	*	7	<b>Contrast Adjustment</b>		
			Enter this code and then dial 1 2 3 or 4 to adjust the contrast of your phone display to suit the lighting in your office.		
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Feature	8	5	<b>Do Not Disturb</b>		
			Prevent incoming calls from ringing at your phone.		
Feature	#	8	5	Cancel Do Not Disturb.	
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Feature	Hold	<b>Exclusive Hold</b>			
			Hold a call and prevent other phones from picking it up.		
OR					
Feature	7	9			
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Feature	*	5	0	1	<b>Language Choice</b>
					For English language display on your phone.
Feature	*	5	0	2	For French language display on your phone.
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Feature	5	<b>Last Number Redial</b>			
			Redial the last outside number that you dialed.		
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Feature	6	4	<b>Line Pool</b>		
			If your office shares lines in a line pool, use this code to program a Line Pool access button.		

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**Night Service**  
Feature 8 7 All external, incoming calls to a prime phone ring at the Night Service phone also. Only a prime phone can use Night Service.  
Feature # 8 7 End Night Service.

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**Page**  
Feature 6 1 Make an announcement through the Norstar phone speaker in your office.  
Feature 6 2 Make an announcement through your (optional) external speaker.  
Feature 6 3 Make an announcement through both the phone speakers and external speaker.  
Feature 6 0 Enter this code to make an announcement through the phone speakers, external speaker or both.

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**Restriction Override**  
Feature 6 8 Dial this code and a password to override restrictions on your office phones. See your System Coordinator for information.

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**Ring Again**  
Feature 2 Find out when a busy phone in your office becomes free, or when an unanswered office phone is next in use, so you can call back.  
Feature # 2 Cancel the Ring Again you have set.

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**Send Message**  
Feature 1 Send a message so a co-worker will call you back.  
Feature # 1 Cancel the sent message.  
Feature 6 5 Call back a co-worker who sent you a message.

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**Speed Dial**  
Feature 0 Enter this code before using a Speed Dial code for fast dialing.

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**Voice Call**  
Feature 6 6 Make a Voice Call instead of a ringing call to another office phone.

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**Voice Call Deny**  
Feature 8 8 Prevent your phone from receiving Voice Calls.  
Feature # 8 8 Cancel the Voice Call Deny so that you can receive Voice Calls.

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The following features are used to access **Centrex/PBX** features:

**Link**  
Feature 7 1 Generate a link signal (also called flash or recall).

**Timed Release**  
Feature 7 2 Generate a longer link signal (1500ms).

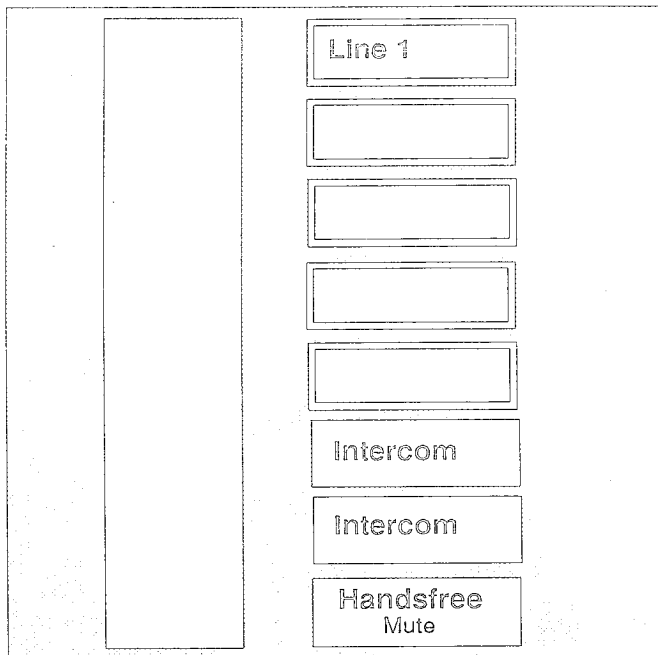
**Pause**  
Feature 7 8 Insert a 1.5 second pause in a number being dialed.

**Run/Stop**  
Feature \* 9 To program two features or autodials on a single memory button, put a break point between the features. One press dials the number or feature up to a break point. A second press dials the remaining numbers or feature.

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## Memory Buttons

Buttons with indicators are memory buttons. You can change the function of any memory button, except for line and intercom buttons, and Handsfree/Mute, by programming. This lets you access the frequently used features with one button press.



Checking to see what is on any button

You can check the function of each memory button on your Norstar phone. Before you program a button, use Button Inquiry to see the function you will change.

- 1 Press **Feature** **\*** **0**.
- 2 Press the button that you want to check.
- 3 Read the display.
- 4 To check other buttons, repeat Step 2 as often as you want.
- 5 Press **Rls** to finish.

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**Programming  
Memory  
Buttons for  
Feature Access**

Program frequently-used features onto memory buttons for easy use of features.

- 1 Press [Feature] \* 3 .
- 2 Press the memory button where you want the feature.
- 3 Press [Feature] and the feature code you want.
- 4 Label the button.

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**Using Memory  
Buttons**

- 1 Press the labelled button to use the feature.

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**Programming  
Memory Buttons  
for Speed  
Dial Numbers**

Use Speed Dial for fast access to a group of outside numbers assigned to codes 71 to 94. You can assign a telephone number to each of these codes.

- 1 Press [Feature] \* 4 .
- 2 Enter a two-digit code (71 to 94) when display reads [Enter code: ] .
- 3 Dial the phone number you want to assign to that code.
- 4 Press [Hold] to finish programming.
- 5 Keep a record of each number that you assign.

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**Using  
Speed Dial**

*Instead of dialing an outside call*

- 1 Select a line.
- 2 Press [Feature] 0 .  
OR  
Press a Speed Dial button.
- 3 Enter the code (71 to 94) for the number you want. If you use this feature often, program a memory button with the Speed Dial code (Feature 0) to make a Speed Dial button.

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**Autodial Hint**

See your System Coordinator to program external or internal autodial.

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**Using System  
Speed Dial**

Same procedure as Speed Dial. See System Coordinator for list of codes (41-70).