



Ronco

Communications & Electronics, Inc.

T-Series Sets
(7100, 7208, 7316)
Norstar User Guide
TELEPHONES

NOTE: *You cannot re-program over intercom keys, line keys, handsfree keys or answer dns.*

TO MAKE AN INSIDE CALL

- Lift handset or press *Handsfree* button
- Dial the extension number

TO MAKE AN OUTSIDE CALL

- Lift handset or press *Handsfree* button
- Press line key OR dial "9"
- Dial number

FLASH RATES

FAST: Call placed on hold at your telephone

MEDIUM: Incoming Call

SLOW: Call placed on hold at someone else's telephone

EXCLUSIVE HOLD

Exclusive Hold prevents your held call from being picked up by another phone.

To Activate Exclusive Hold:

- Press *Feature* Icon key
- Press *Hold* key

To Reconnect to Caller:

- Press *Intercom* Key next to flashing indicator

CALL TRANSFER

Allows you to send a call to another extension. You may consult privately with the third party before completing the transfer, or return to the original caller.

To Activate:

- Press *Transfer* softkey under the display
- Call is placed on hold
- Dial extension number. Hang up or to announce call in privacy
- After announcing call, press *Join* softkey
- Call is immediately transferred

NOTE: *To return to caller, press Intercom or Line Key.*

CONFERENCE

Allows you to add a party to an active call. The conference can be any combination of internal or external calls totaling 3 parties.

To Activate:

- Place first call on hold
- Press Intercom, dial number of person you want to conference
- Announce Conference
- Press *Conference* key or *Feature* Icon, then press 3
- Take first call off hold
- All three parties will be connected

LINK

Allows you to transfer a call over your Centrex/Intellipath Network.

To Activate:

- Press *Link* key or *Feature* Icon, then press 71 (call is placed on hold)
- Dial 4-digit Intellipath number
- Wait on line to announce call in privacy
- Press *Rls* or hang up to immediately transfer, or press *Link* key or *Feature* Icon then press 71 to conference.

CALL PARK

Allows a call to be put on hold so that it can be retrieved from any telephone in the system.

To Activate:

- While you have the live call on your telephone, press *Park* key or *Feature* icon, then press 74
- Note the 3-digit retrieval code on display

To Retrieve:

- Lift handset and enter 3-digit retrieval code (the call will now be on your telephone)

PAGE

Allows you to make announcements through the ceiling speakers or phone sets.

To Activate:

- Lift Handset
- Press *Page* key or *Feature* icon, then press 100
- Make announcement
- Press *Rls* to end page

CALL PICKUP

Allows you to answer another telephone that is ringing in your group from your telephone.

To Respond:

- Lift Handset
- Hear dial tone
- Press *Pickup* key or *Feature* Icon, then press 75
- Answer call

DIRECTED CALL PICKUP

Allows you to answer a particular extension from your station.

To Use:

- Lift Handset
- Press *Feature* Icon then press 76
- Enter the extension number of the telephone you wish to answer
- Answer call

RING AGAIN

When another telephone or line pool within the Norstar system is busy, ring again signals you to call back when the telephone or line pool becomes available.

To Activate:

- Press the *LATER* soft key before hanging up
- Display shows *Ring Again YES/NO*
- Press *YES* soft key

To Respond:

- Lift handset and press *Yes* soft key

VOICE CALL

Allows you to make a voice announcement or begin a conversation through the speaker of an inactive telephone without first making the other telephone ring.

To Activate:

- Lift handset and press *VoiceCall* key or *Feature* icon, then press 66 (if person on phone cannot voice call)
- Dial extension number
- Make announcement and listen for reply
- When finished, hang up

VOICE CALL DENY

Prevents voice calls to your set. A voice call will ring in as an intercom call.

To Activate:

- Press *Feature* icon, then press 88

To Cancel:

- Press *Feature* icon, then press #88

CALL FORWARD

Allows all incoming calls to a station to be automatically forwarded to a pre-selected destination within the system. Outgoing calls can be placed even when the call forward feature is active.

To Activate:

- Without lifting handset, press *Call Fwd* key or *Feature* icon, then press 4
- Dial extension number where calls are to be forwarded

To Cancel:

- Press *Call Fwd* key or *Cancel* softkey
- Indicator goes off

DO NOT DISTURB

Allows you to put your phone into a no-ring condition.

To Activate:

- Press *DND* key or *Feature* icon, then press **85**
- To Cancel:
- Press *DND* key or *Feature* icon, then press **#85**

PERSONAL SPEED DIAL

Allows you to program frequently dialed outside numbers and store them in memory behind access codes.

To Program or Change:

- Without lifting handset, press *Feature* icon, then press ***4**
- Dial 3-digit speed dial access code (256-279)
- Dial number to be stored
- Press *Hold* key to finish programming

To Use:

- Lift handset
- Hear dial tone
- Press *Speed Dial* key or *Feature* icon, then press **0**
- Dial 3-digit speed dial access code
- Number is automatically dialed.

LAST NUMBER REDIAL

The last outside number dialed from your phone will stay in memory and can be easily redialed until another outside number is dialed.

To Use:

- Lift handset
- Press *Last No.* key or *Feature* icon, then press **5**

Number is automatically dialed

ANSWER RING-OVER PAGE

Allows you to answer a call that is ringing over the paging system.

To Use:

- Lift handset (hear dial tone)
- Press *Feature* icon, then press **800**
- Answer call

PASSWORD

Allows you unrestricted dialing from a restricted telephone.

To Use:

- Lift handset (hear dial tone)
- Press *Feature* icon, then press **68**
- Enter the password
- Press **"9"** and dial your number

NOTE: Phone restriction returns when call is terminated.

SAVED NUMBER REDIAL

Allows you to save the number of the external call you are on (providing you dialed the call) so that you can call it again later.

To Activate:

- Lift handset

- Press *Saved No.* key or *Feature* icon, then press 67
- Number is automatically saved

RING VOLUME

Makes your telephone ring so you can adjust the volume, even while you are on a call.

To Activate:

- Press *Feature* icon, then press * 80

RING TYPE

Allows you to select a distinctive ring to help differentiate between your telephone and others nearby.

To Activate:

- Press *Feature* icon, then press * 6
- Press 1 through 4 to select the new ring type
- Press *Rls* to store the new ring

HOLD

Allows you to place a call on hold to make a page or answer an incoming call.

To Activate Hold:

- Press Hold key

RLS (RELEASE)

Disconnects a call. This feature is useful when dropping off a conference call or paging.

MISCELLANEOUS

HANDSFREE

Allows you to make or receive a call without lifting your handset.

To Activate:

- Press *Handsfree* button

To Activate Mute:

- When using handsfree, press the *Handsfree/Mute* key to turn microphone off
- Press *Handsfree/Mute* key again to turn microphone back on

To End call:

- Press *Rls*

CONTRAST ADJUSTMENT

You are able to adjust the contrast of your telephone display.

To Activate:

- Press *Feature* icon, then press * 7
- Press 1 through 9 to select the correct level
- Press *Rls* key to store new level

SOFT KEYS

One touch access to featured options on the display

PROGRAMMING A BUTTON

FOR A FEATURE

- Press *Feature* icon, then press * 3
- Press button you wish to program
- Press *Feature* icon key
- Enter in corresponding feature code
- Label button

FOR AN INTERNAL AUTO DIAL

- Press *Feature* icon, then press * 2
- Press button you wish to program
- Enter in extension number to wish to auto dial
- Label button

FOR AN EXTERNAL AUTO DIAL

- Press *Feature* key + * 1
- Press button you wish to program
- Enter outside number you wish to auto dial
- Label button

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