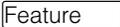


## Programming tools

This section describes how to set up a telephone for system programming.

You will note that two different sheets of programming overlays came with your *Programming Record*. Use the one that was created for the telephone you plan to use to program your system.

You can use T7316/T7316E Business Series Terminals or an M7310 or M7324 telephone for programming. These telephones have two-line displays. Use the appropriate template and refer to the table below for corresponding button faces:

Business Series Terminals T7316/T7316E	Button description	Norstar sets M7310, M7324
	<b>Feature</b>	
Handsfree:  (T7316E) Mute: 	<b>Handsfree/Mute</b>	
	<b>Hold</b>	
	<b>Volume Control</b>	
	<b>Release</b>	

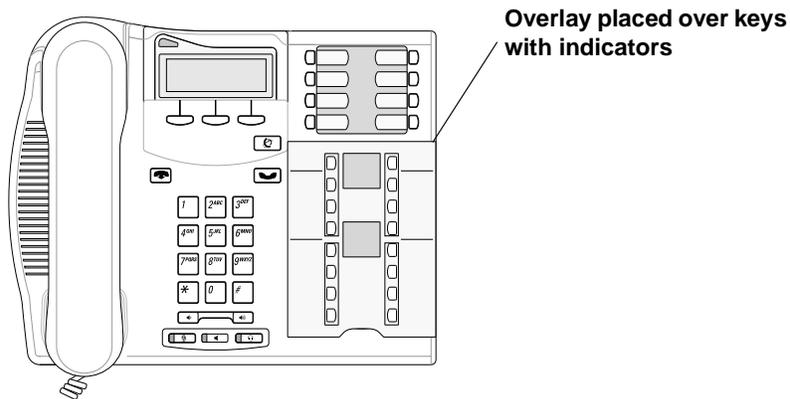
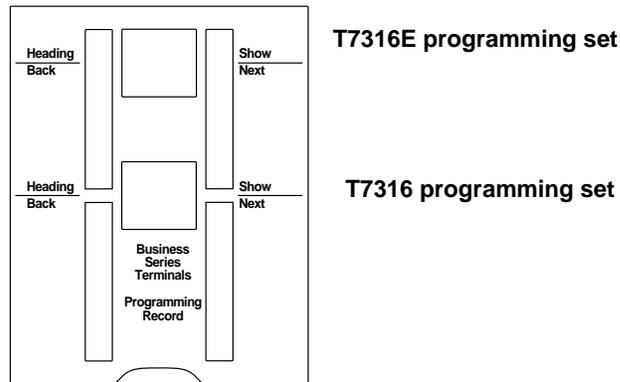
### The programming overlay

The programming overlay is a paper cutout that labels the four telephone buttons used during programming. You received two pages of overlays with your *Programming Record*. One page corresponds to the Business Series Terminals T7316/T7316E telephones. The second sheet corresponds to the Norstar M7310 and M7324 telephones.

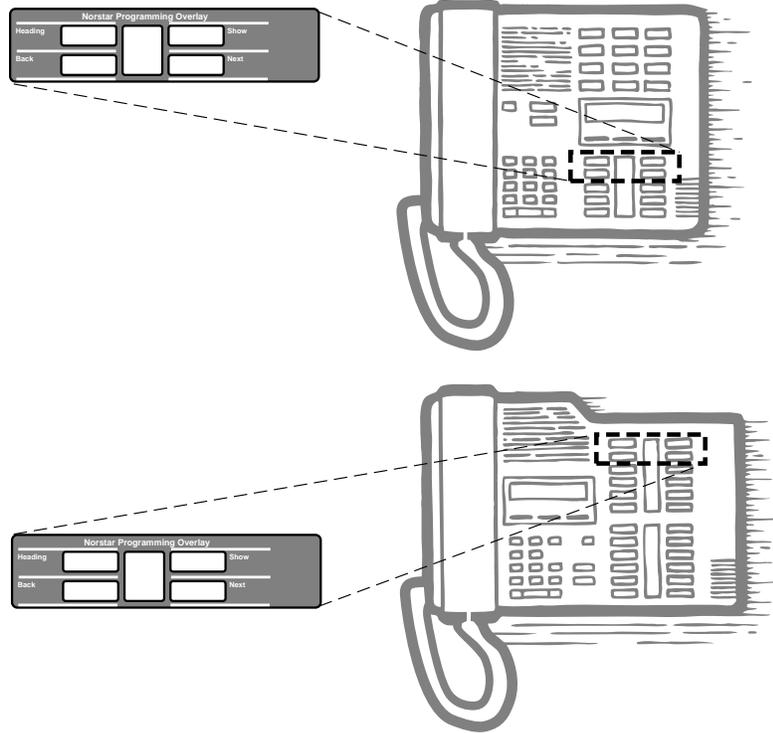
Remove the appropriate overlay from the page and put it over the buttons indicated in the following diagrams.

The T7316 and T7316E telephones have different programming buttons, as indicated by the separate windows on the overlays.

**Business Series Terminal with overlay**



## Norstar terminals M7310 and M7324 with overlays



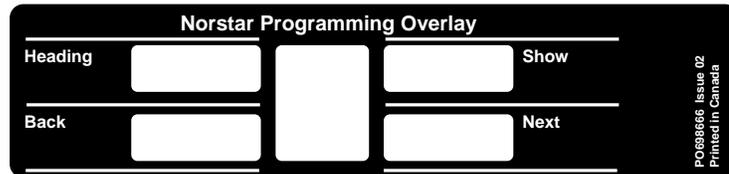
## Using the telephone buttons for programming

On the overlay, each of the four programming buttons is assigned an action feature.

The indicators (▶) on the display beside the buttons show which buttons are active at each programming step. Press the appropriate button to move up or down through the Norstar programming menu.

The table below describes the action of each button.

## Telephone overlay button definitions



- moves to a higher level in the hierarchy of headings and subheadings.
- moves to a lower level in the hierarchy of headings and subheadings, or begins programming for a heading or subheading.
- moves backward at the same level in the hierarchy of headings and subheadings.
- moves forward at the same level in the hierarchy of headings and subheadings.

## Special characters on the display

When a heading ends with a triangle (▶), you can press

to view the subheadings for that item.

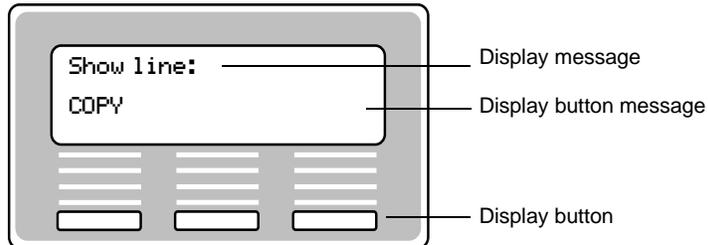
When a heading ends with an ellipsis (...), you can press

to see further information about that heading.

## The display buttons

Display buttons on the telephones perform a number of functions, depending on where you are in programming. Up to three display button messages may be available at any time.

Press the display button underneath the message for the function you want the system to perform.



The most common display button labels are described in the following table:

#### Display button definitions

<u>CHANGE</u>	changes a programmable setting
<u>BKSP</u>	moves the cursor one space to the left (backspace) and deletes a character, allowing you to re-enter a number or letter
<u>COPY</u>	copies the settings of items like lines, telephones and filters to an item of the same type
<u>FIND</u>	allows you to enter specific code to go directly to a record
<u>VIEW+</u>	views the last part of a displayed message longer than 16 characters
<u>+VIEW</u>	views the first part of a displayed message longer than 16 characters
<u>_&gt;</u>	moves the cursor one position to the right when programming a name
<u>&lt;_</u>	moves the cursor one position to the left when programming a name
<u>OK</u>	confirms the change you made, or accepts the default, if you made no changes
<u>ANY</u>	Enters a wild card character that represents any digit between 1 and 9.