

Meridian Norstar/BCM Information

Time & Date	
Action	Display
Go to a suitable terminal	11 Mar 12:00 pm
press Feature ** 266344 or 797836	password: retry
press 2 6 6 3 4 4	Hour: 12
press change	Hour:
enter hour	am
press ok or change	hour: 11
press next	minutes: 02
press change	minutes:
enter correct minutes [eg 59]	minutes: 59
press next	year: 00
press change	year:
enter year [eg 01]	year:01
press next	month: 07
press change	month
enter correct month [eg 08]	month 08
press next	day: 11
press change	day
enter correct date [eg 18]	end of list
press release	end of session
	correct date & time is now shown on all system terminals

System Central Speed dial: simple

Action	Display
Go to a suitable terminal and apply programming mask	11 Mar 12:00 pm
press Feature * * 266344 or 797836	password: retry
press 266344	terminals & extns
press next until the display shows	Sys speed dial
press Show	Speed Dial#:
enter the speed dial number you wish to create / ammend or press next until you get to the speed dial number you require	Speed Dial#: 01
press Show	01: no number or 01: 0112233445566
press change	01:
enter the outside number eg 01234567890	01: 01234567890
press OK	01: 01234567890
press Release	

give a name to a central speed dial

Action	Display
Go to a suitable terminal and apply programming mask	11 Mar 12:00 pm
press Feature * * 266344 or 797836	password: retry
press 266344	terminals & extns
press next until the display shows	Sys speed dial
press Show	Speed Dial#:
enter the speed dial number you wish to create / ammend or press next until you get to the speed dial number you require	Speed Dial#: 01
press Show	01: 01234567890
press next until it says	Display digits: Y
press Change	Display digits: N
press Next	Name: Sys Spd 01
press Change	Name:
<p style="text-align: center;">enter characters by pressing the appropriate numeric button:</p> <p style="text-align: center;">eg a = 2</p> <p style="text-align: center;">z = 9999</p> <p style="text-align: center;">sjg uk= 7777 > 5 > 4 >>88 >55</p>	Name: SJG UK
press Next	Name: SJG UK
press Next	End of list
press Release	

Give a name to an Extension

Action	Display
Go to a suitable terminal and apply programming mask	11 Mar 12:00 pm
press Feature ** 266344 or **797836	password: retry
press 266344	terminals & extns
Press SHOW	Enter ext No _ _ _
Enter the ext No and press show	Ext : 211 Copy Find
Press next until you have ext name and then press show then press the button underneath that says CHANGE	Ext Name
Then use the buttons on the keypad to enter the name pressing the button underneath the arrow -> To move the cursor along to the next letter, (see e.g. bellow)	Ext ; Dave_ -> Next
Once you have put the name in press next.	Ext 211 : Dave
Once this is done press release or the orange button above the number one.	
enter characters by pressing the appropriate numeric button: e.g. d = 3 z = 9999 sjg uk= 7777 > 5 > 4 >>88 >55	Name: Dave
press Next	Name: SJG UK
press Next	End of list
press Release	

Programming a button as an extension

On the telephone follow the instructions to program a button.

press Feature * 2

Then press the button you want to program.

Then dial the extension number you want the button to be programmed as.

The key will now automatically be programmed as that extension.

Follow the steps again to program another button as an extension.

Hint if you do not know the extension number of a telephone then press the feature button then dial *0 then press the intercom button. The extension will be displayed on the screen.