



Section 4.4: Speed Dial Phone Numbers

The Norstar phones used in dispatch have 12 speed dial buttons on the top of the phone. These speed dial locations can hold up to 24 speed dial numbers (two per button). They are programmed to hold the most commonly used numbers by dispatchers during calls and other normal business. To use any of these speed dial numbers, select the desired line you wish to dial out on and press the appropriately labeled button. Each button holds 2 speed dial numbers. To dial the top number, use the procedure listed above. To dial the bottom number on a button, select the line, press the shift button (Grey Triangle Button) to the right of the speed dial buttons, then press the desired speed dial button.

Any other numbers needed that are not programmed on the speed dial buttons should be listed on the common phone number list on the wall in Communications, or the dispatcher reference sheet.

To transfer to a speed dial phone number, select the "LINK" button and then select the tile, using the shift button for the bottom phone number, as appropriate.