

norstar

**M7100
Telephone
User Card**



Your Norstar M7100 telephone

Release key

cancels active calls.

Display

shows the time, date, call information and guides you while using Norstar* features.

Memory key

is programmable to store a feature or to automatically dial internal or external number.

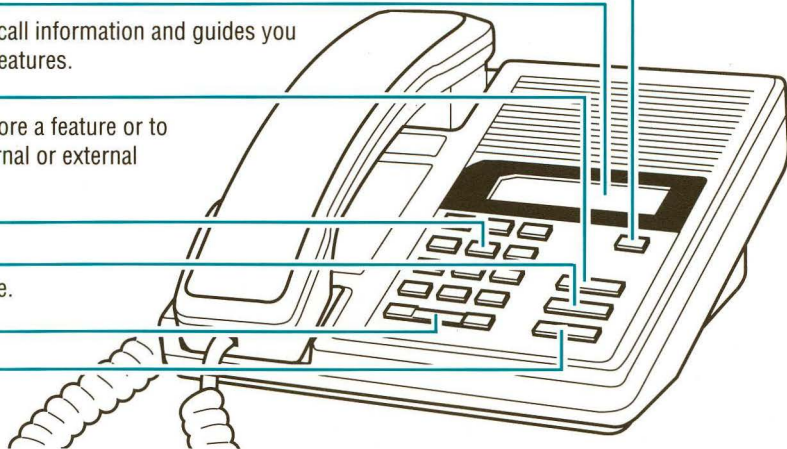
Key pad

Feature key

starts or ends a feature.

Volume control

Hold key



Key Inquiry

Check what is programmed on your memory key.

1. Release all calls and open lines with dial tone.
2. Press * 0 .
3. Press the key you want to check.
4. Read the display.
5. Press when finished.

Adjusting the display contrast

1. Press * 7 .
2. Press to for the level you want: the higher the number, the higher the level.

Selecting a ring type and volume

1. Press * 6 .
2. Press , , , or to hear the different ring types.
3. While the telephone is ringing, press to adjust the volume.
4. Press to store the ring.

Adjusting the handset or telephone speaker volume

1. Press when using the handset or the speaker.

Making and answering calls

Answering calls

1. When your telephone rings, lift your handset.
You are immediately connected to the call.

Making external calls

Depending upon the dialling mode programmed for your telephone, you may be able to dial your call before lifting your handset.

1. Pick up the handset.
2. Dial (or your system's exchange line access code).
3. Dial the external telephone number.

Making internal calls

1. Pick up the handset.
2. Dial the internal number.

Note: Extension numbers and the exchange line access code are supplied by your System Coordinator.

Making or answering a second call

The M7100 telephone allows you to have two calls active at the same time. You can switch between calls using .

To answer a second call while on another call

1. Press to put the first call on hold.
The second call automatically comes onto the line.

To hold a call and make a second call

1. Press to put the first call on hold.
2. Dial the telephone number for the second call.

To return to the first call

1. Press again to return to the first call on hold.
The second call is automatically put on hold.

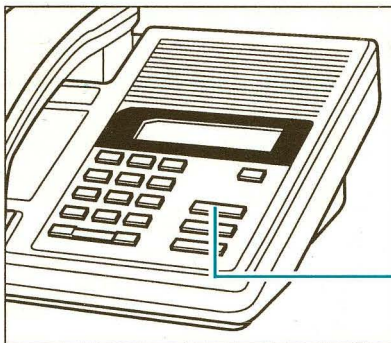
To hold a call

1. Press .
2. Press again to return to the call on hold.
Check the display for confirmation or additional information.

Note: If you have difficulty selecting a line on your M7100 telephone, ask your System Coordinator to check your telephone's programming. You must have an exchange line or line pool as your prime line, and your telephone must be assigned to use that exchange line or line pool.

Programming the memory key

About the memory key



The memory key can store a telephone number or feature code to give you one touch dialling or feature activation. You can change the memory key by programming it with a new number or feature code.

Memory key

Remember: Press * to check the memory key.

Programming the memory key

External autodial

1. If you are on a call or an open line with dial tone, press or .
2. Press * .
3. Dial the external number.
4. Press to store the number.
5. Label your new key.

Internal autodial

1. If you are on a call or an open line with dial tone, press or .
2. Press * .
3. Dial the extension number.
4. Label your new key.

Features

1. If you are on a call or an open line with dial tone, press or .
2. Press * .
3. Press and the feature code.
4. Label your new key.

Erasing the memory key

1. If you are on a call or an open line with dial tone, press or .
2. Press * .
3. Press to erase the key.