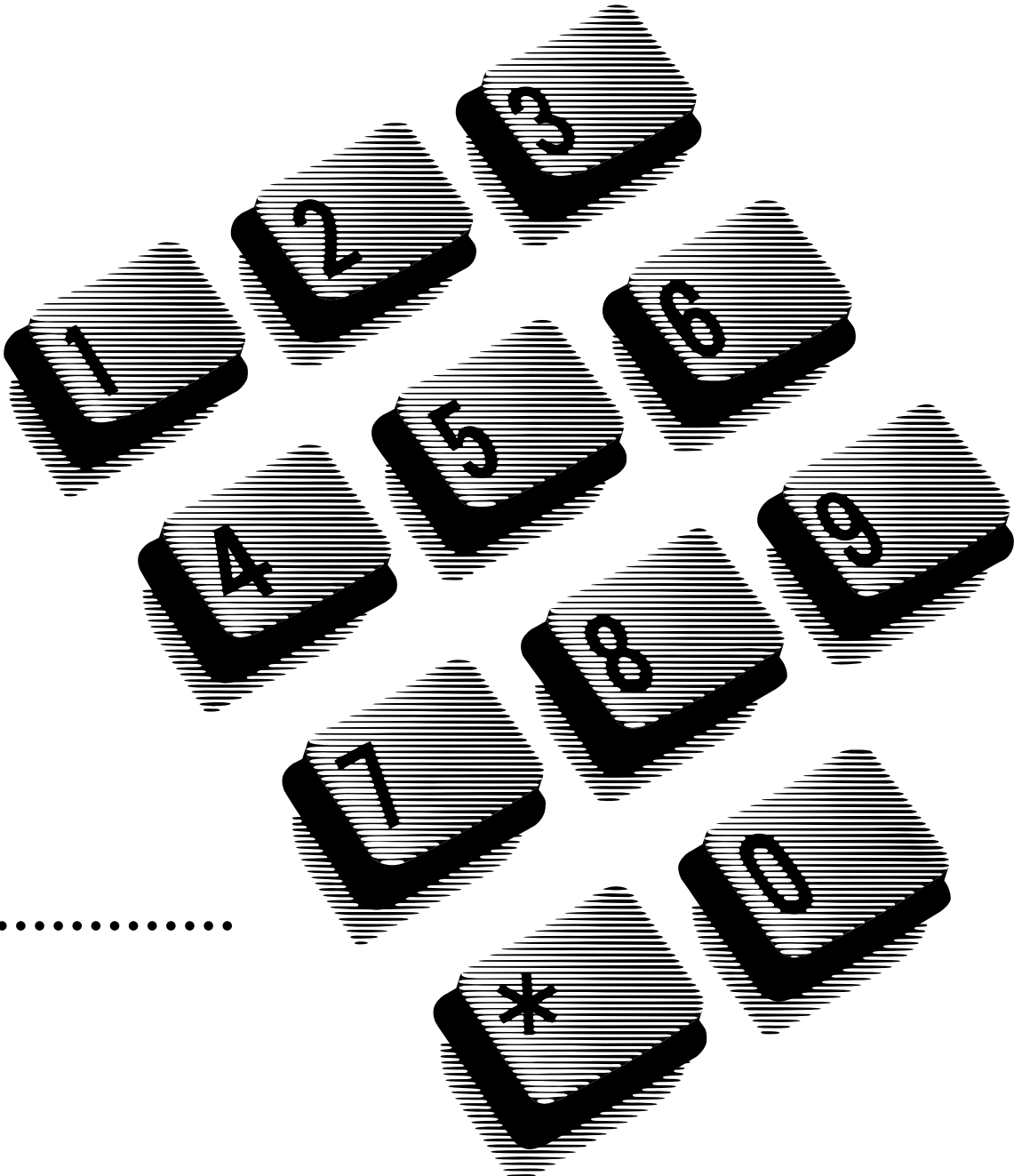


# NORTEL NORSTAR



**M7310  
Telephone  
User Card**



## Your Norstar M7310 telephone

### Shift button

for using the top function of a dual-memory button.

### Display

shows the time, date, call information and guides you while using Norstar\* features. The lower line of the display is reserved for display button instructions.

### Dual-memory buttons

store any two features and/or autodial numbers.

### Display buttons

### Feature button

starts or cancels a feature.

### Release button

cancels active calls.

### Hold button

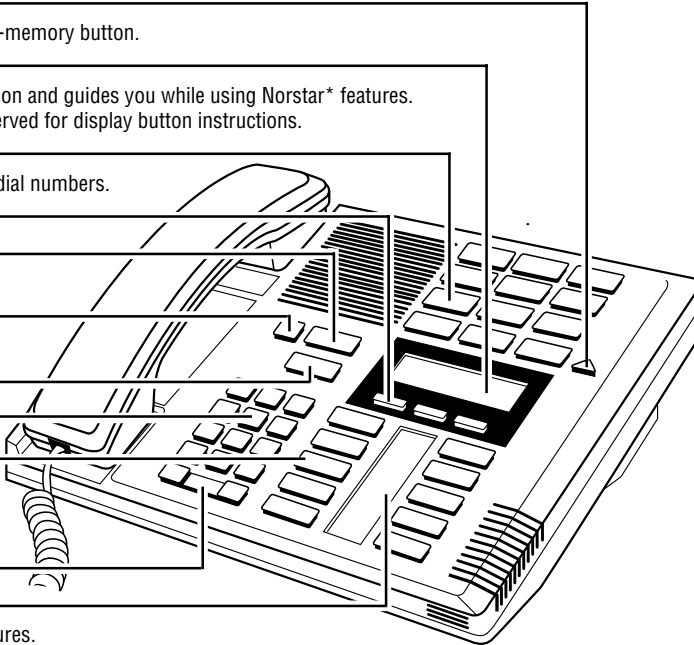
### Dial pad

**Memory and line buttons** are buttons with indicators for one touch dialing, feature operation or line access.

### Volume control

### Indicators

appear beside active lines and features.



### Using display buttons

Display buttons change with each feature you use. The labels for display buttons appear in capital letters directly above them on the second line of the display. A display button with an "OK" label above it is represented as **OK** in this card.



### Button inquiry

Confirm that your memory and line buttons have the correct snap-on caps by checking their programming.

1. Release all calls or open lines with dial tone.
2. Press **Feature** \* **0**.
3. Press the button(s) you want to check and read the display.
4. Press **Feature** when finished.

### Adjusting display contrast

1. Press **Feature** \* **7**.
2. Press **UP** or **DOWN** for the level you want.
3. Press **OK** when finished.

### Selecting a ring type and volume level

1. Press **Feature** \* **6**.
2. Press **1**, **2**, **3** or **4** to hear the different types of rings.
3. While the telephone is ringing, press **softer** or **louder** to adjust the volume.
4. Press **OK** to store the ring.

**Important:** All M7310 telephones Release 16 (REL 16) and higher comply with the Americans with Disabilities Act (ADA). See the label on the bottom of the telephone for the Release marking.

\* Meridian and Norstar are trademarks of Northern Telecom.

## Making calls

### About line buttons

Norstar systems can have different types of line buttons. Match the line buttons on your telephone with the ones below for instructions on how to use them.

Intercom

Line 1

#### **Internal calls using Intercom buttons**

1. Pick up the receiver.
2. If ► appears beside an Intercom button, then dial.  
**OR**  
Press an Intercom button without ►, then dial.

#### **External calls using numbered Line buttons**

1. Pick up the receiver.
2. When ► appears beside a numbered Line button, then dial.  
**OR**  
Press a numbered Line button without ►, then dial.

**Note:** Internal numbers are supplied by your System Coordinator.

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#### **Internal calls using extension buttons**

1. Pick up the receiver.
2. When ► appears beside an extension button, then dial.

#### **External calls using extension buttons**

1. Pick up the receiver.
2. When ► appears beside the extension button, then dial  (or your system's external line access code) and the number.

Hold

#### **Holding Calls**

1. Press . The ► flashes beside the line on hold.
2. Press the line button with the flashing ► to return to the call.  
Check the display for confirmation or additional information.

#### **Automatic hold**

Calls are put on hold automatically when you switch from one line to another.

Handsfree  
Mute

This button operates the telephone's built-in microphone and speaker in place of the receiver. Your System Coordinator can program Handsfree to your telephone.

#### **Making calls**

1. Press  instead of picking up the receiver.

#### **Switching between Handsfree and handset**

1. Press  and replace the handset to switch to Handsfree.
2. Pick up the receiver to switch back.

#### **Using Mute**

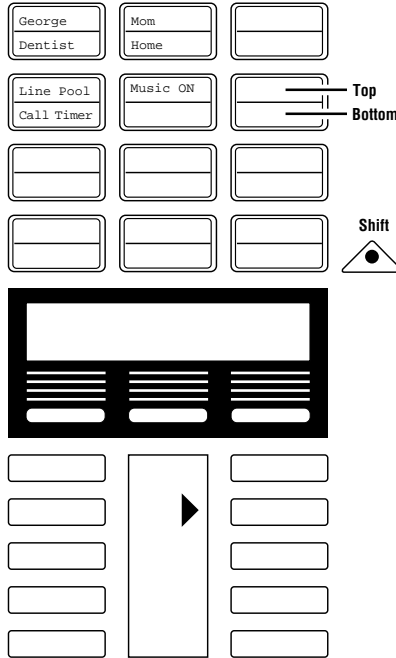
1. Press  to turn the microphone OFF.
2. Press  again to turn the microphone ON.

### Dialing without lifting the handset

1. Press a line button without ►, then dial your call.
2. When answered, pick up the receiver, or press .
3. If the call is not answered, or the line is busy, press .

## Programming memory buttons

### About memory buttons



There are two types of memory buttons: single-memory and dual-memory. Memory buttons store telephone numbers or feature codes to give you one touch dialing or feature activation.

#### **Dual-memory buttons**

To use the **bottom** function, press the dual-memory button.

To use the **top** function, press the shift button, then press the dual-memory button.

#### **Single-memory buttons**

Single-memory buttons are the buttons with indicators other than line or Handsfree buttons.

**Remember:** Press  \*  to check a memory or line button.

### Programming memory buttons

#### **External autodial**

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

#### **Internal autodial**

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

#### **Features**

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

#### **Erasing memory buttons**

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