

# 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.

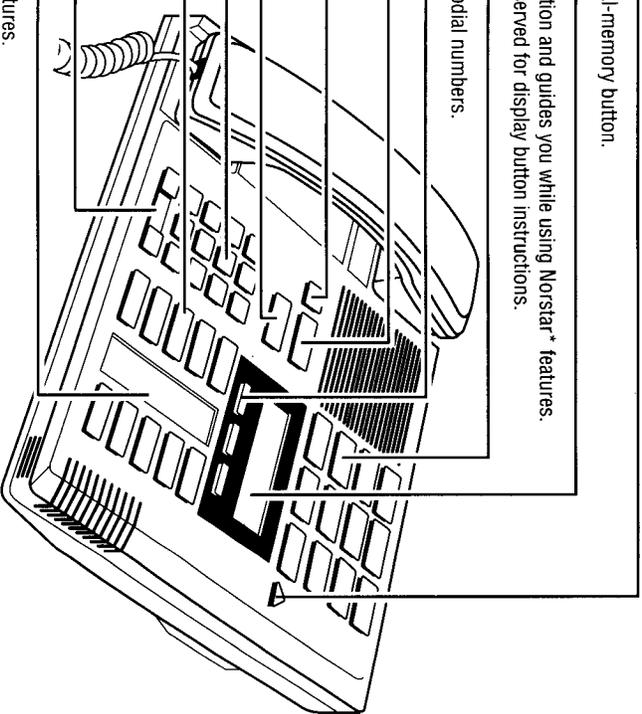
**Release button** \_\_\_\_\_  
cancels active calls.

**Hold button** \_\_\_\_\_

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

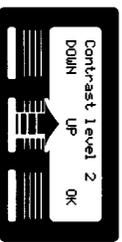
**Volume control** \_\_\_\_\_

**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**     **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 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 **Hold** . 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.

Handstree

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

### Making calls

1. Press **Handstree**  instead of picking up the receiver.

### Switching between Handstree and handset

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

### Using Mute

1. Press **Handstree**  to turn the microphone OFF.
2. Press **Handstree**  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 **Handstree** .
3. If the call is not answered, or the line is busy, press **His** .