






Your T7316 telephone

- G**  **Mute button**
Turns the microphone off or on when you are on a call.
- H**  **Headset button**
Turns the headset mode on.
- I**  **Feature button**
Starts or ends a feature.
- J**  **Hold button**
Places calls on hold.
- K** **Memory buttons**
- L** **Memory and line buttons**
- M**  **Indicators**
Appear next to active line and memory buttons.
- N** **Number card**
Write your extension number on this card.

Button inquiry

Check what is programmed on your buttons.

1. Press **[☎] [*] 0**.
2. Press the button(s) that you want to check.
3. Read the display. Button assignment examples are shown below.

Line	Intercom
XXX (LINENAME) SHOW OK	XXXX (SETNAME) NEXT VIEW
Internal autodial	External autodial
Autodial (XXXX)	(XXXXXXXXXX)
Feature	Handsfree
(FEATURENAME) SHOW OK	Handsfree

4. Press **[☎]** when finished.

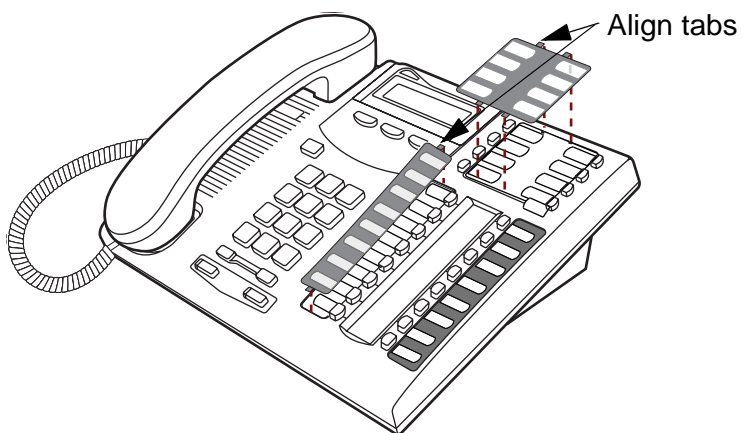
Button labels

Use the three button label strips on the telephone to show what is programmed on the buttons.

Spare button label strips are provided with your telephone.

How to label your buttons

1. Remove the plastic lens and button label strips from the telephone.
2. Write the name of each button on the button label strip.
3. Insert the button label strip back on the telephone.
4. Insert plastic lens, matching the tabs on the lens with the notches on the telephone.



Tip

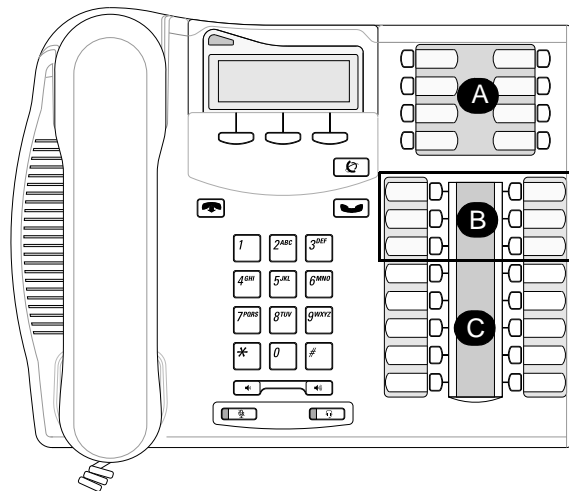
Use the Desktop Assistant application to customize button label strips for your telephone.

Go to www.nortelnetworks.com/sbs_desktopassistant and download the Desktop Assistant application to your personal computer.

Memory buttons

Memory buttons are buttons not assigned as line, intercom or Handsfree buttons.

Memory buttons store internal and external numbers or features to give you one touch dialing or feature activation.



- A** Memory buttons without indicators for autodial numbers and features.
- B** Memory buttons- without indicators for external autodial numbers and features. These memory buttons show ▲ indicators for internal autodial numbers only.
- C** Memory, line or intercom buttons with ▲ indicators.

Programming memory buttons

You can program a memory button with a new number or feature.

External autodial

1. Press **[☎] [*] 1**.
2. Press a memory button.
3. Dial the external number.
4. Press **[OK]** to store the number.
5. Label your new button.

Internal autodial

1. Press **[☎] [*] 2**.
2. Press a memory button.
3. Dial the extension number.
4. Press **[OK]** to store the number.
5. Label your new button.

More on programming memory buttons

Features

1. Press **[☎] [*] 3**.
2. Press a memory button.
3. Press **[☎]** and enter the feature code.
4. Press **[OK]** to store the feature code.
5. Label your new button.

How to erase memory buttons

1. Press **[☎] [*] 1**.
2. Press a memory button.
3. Press **[OK]** to erase the button.

Making and answering calls

Making calls

There are many ways to make a call, depending on your telephone programming and the type of call.

External calls using line buttons

1. Lift the handset.
2. Press a line button.
3. Dial the external telephone number.

External calls using intercom buttons

1. Lift the handset.
2. Press an intercom button and enter a line pool access code.
3. When you hear an external dial tone, dial the external telephone number.

Contact your System Administrator or Coordinator for a list of line pool codes.

Internal calls using intercom buttons

1. Lift the handset.
2. Press an intercom button.
3. Dial the extension number.

Contact your System Administrator or Coordinator for a list of extension numbers.

Answering calls

When your telephone rings and the display light flashes or when an intercom or line button ▲ indicator flashes:

- Lift the handset.
OR
Press the button with the flashing ▲ indicator before you lift the handset.

More on making and answering calls

How to hold calls

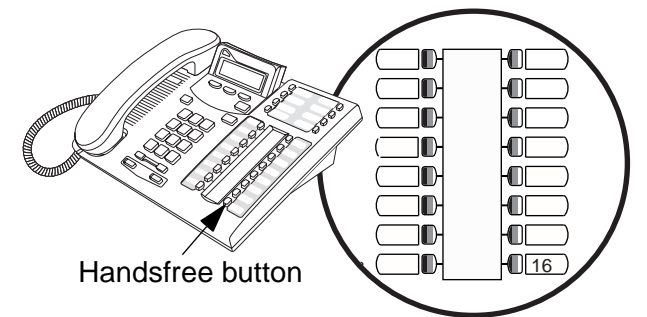
- While on a call, press **[☎]**. The ▲ indicator for the line on hold will flash.
- To retrieve a held call, press the line button with the flashing ▲ indicator.
- Calls are put on hold automatically when you switch from one line to another.

Handsfree calls

Your System Administrator or Coordinator must program the Handsfree feature on your telephone.

- Press the Handsfree button on your telephone to make or answer a call.
- To switch to Handsfree when you are on a call, press the Handsfree button and replace the handset. Lift the handset to switch back.

When programmed, the Handsfree feature is assigned to button 16 on your telephone.



How to mute calls

- While on a call, press **[M]** to turn the microphone off. The **[M]** light flashes when the microphone is off.
- Press **[M]** again to turn the microphone on.
- Use **[M]** on handset, Handsfree or headset calls.

Headset calls

- Press **[H]** to activate the headset mode. When the **[H]** light is on, press a line or intercom button to make a call.
- Press **[H]** to answer a call when the telephone rings or when an intercom or line button ▲ indicator flashes.
- To switch to your headset when you are on a call, press **[H]** and replace the handset. Lift the handset to switch back.

Warning

Nortel Networks does not support the connection of a headset to the T7316 telephone, unless Handsfree is enabled within the system programming. If Handsfree is not enabled, certain call handling features may not work as intended.