



## Your Norstar M7100 telephone

### Release button

\_\_\_\_\_

\_\_\_\_\_

cancels active calls.

### Display

\_\_\_\_\_

\_\_\_\_\_

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

### Memory button

\_\_\_\_\_

\_\_\_\_\_

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

### Dial pad

### Feature button

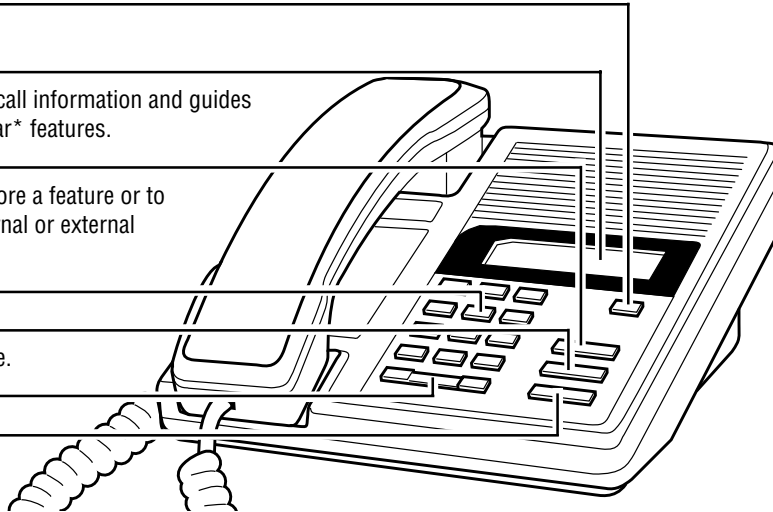
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starts or ends a feature.

### Volume control

### Hold button



## Button inquiry

Confirm that your memory button has the correct snap-on cap by checking its programming.

1. Release all calls and open lines with dial tone.
2. Press **Feature** \* 0 .
3. Read the display.
4. Press **Feature** when finished.

## Adjusting display contrast

1. Press **Feature** \* 7 .
2. Press 1 to 9 for the level you want.

## Selecting a ring type and volume

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 **Feature** to store the ring.

## Adjusting receiver or telephone speaker volume

1. Press **softer** or **louder** when using the receiver or the speaker.

**Important:** All M7100 telephones Release 09 (REL 09) 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

### Internal calls

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

### External calls

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

**Note:** Internal numbers and the external access code are supplied by your System Coordinator.

### Making and answering a second call

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

#### **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.

## Programming the memory button

### About the memory button



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

Memory button

**Remember:** Press  \*  to check the memory 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. Dial the external number.
4. Press  to store the number.
5. 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. Dial the internal number.
4. 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  and the feature code.
4. 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  to erase the button.