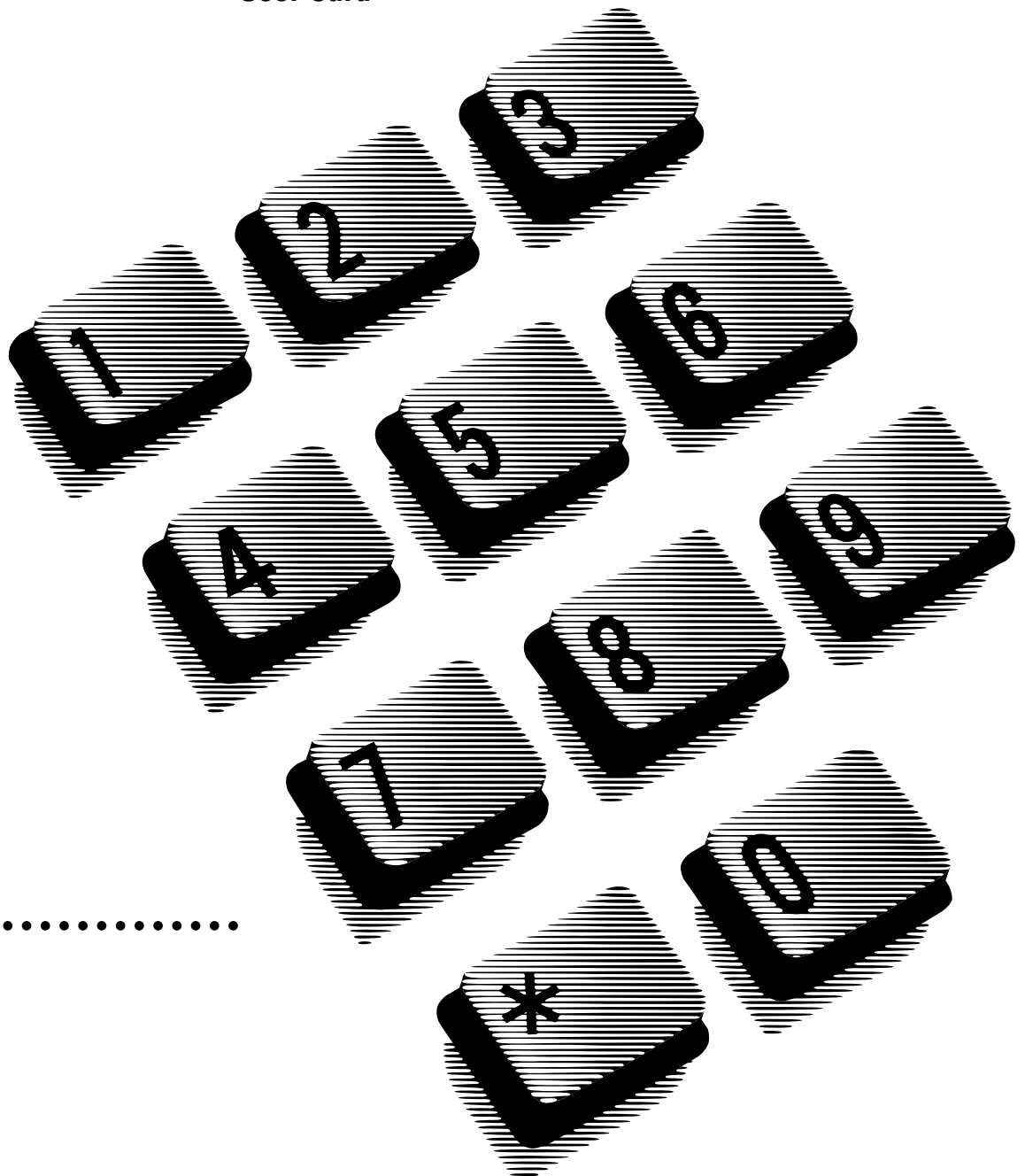


**NORTEL NORSTAR**

M7100  
Telephone  
User Card



## 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

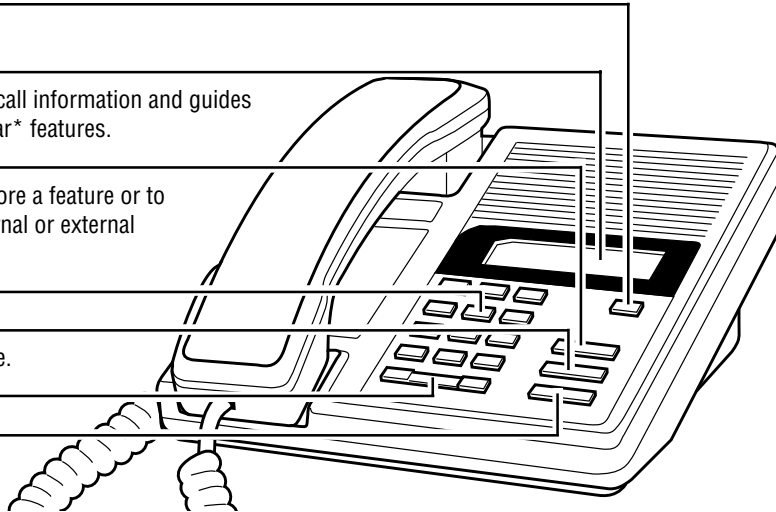
\_\_\_\_\_

\_\_\_\_\_

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  \* 0.
3. Read the display.
4. Press  when finished.

### Adjusting display contrast

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

### Selecting a ring type and volume

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

### Adjusting receiver or telephone speaker volume

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

**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***

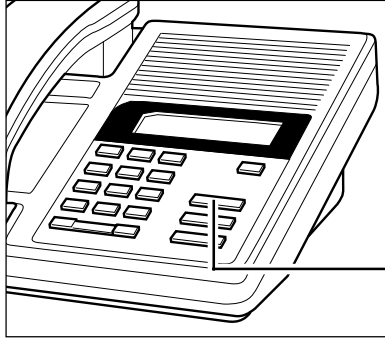
1. Press  again to return to the first call on hold.  
The second call is automatically put on hold.
- 

#### ***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.