

*norstar*

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M7310  
Telephone  
User Card



# Your Norstar M7310 telephone

## Shift key

is used to access the top function of a dual-memory key.

## Display

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

## Dual-memory keys

store any two features and/or autodial numbers.

## Display keys

**Feature key**  
starts or cancels a feature.

## Release key

cancels active calls.

## Hold key

## Key pad

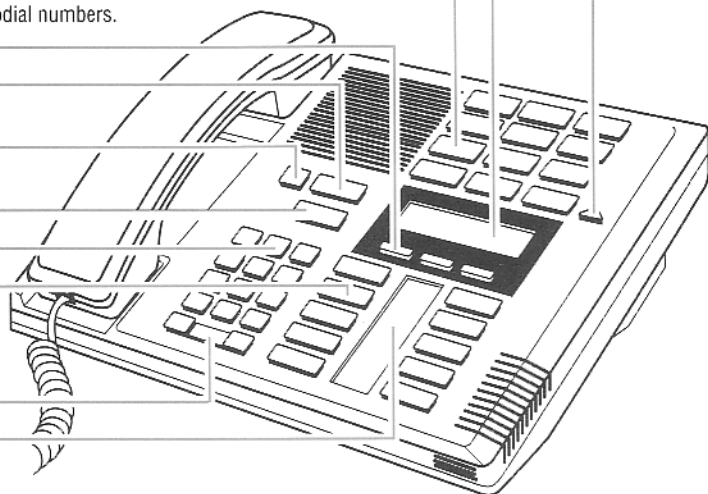
## Memory and line keys

are keys with indicators for one-touch dialling, feature operation or line access.

## Volume control

## Indicators

appear beside active lines and features.



## Using display keys

Three display keys appear directly below the display. When they are active, these keys are labelled in capital letters on the bottom line of the display. In Norstar documents, display keys are shown as underlined, capital letters: for example, OK.



## Key Inquiry



Check what is programmed on your memory keys.

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

## Adjusting the display contrast

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

## Selecting a ring type and volume level

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

softer louder

# Making and answering calls

## Answering calls

### *Answering calls using the handset*

When your telephone rings, or ► flashes beside an intercom or line key:

1. Lift the handset.

**OR**

1. Press the key beside the flashing ► before lifting the handset.

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### *Answering calls using Handsfree*

When your telephone rings, or ► flashes beside an intercom or line key:

1. Press  .

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## Making calls

Depending upon the dialling mode programmed on your telephone, you may have to lift your handset before making a call.

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### *External calls using numbered line keys*

1. If you do not have an external Prime line, press a line key.
2. Dial your call.

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### *External calls using intercom keys*

1. Lift the handset.
2. If ► appears beside an intercom key, enter a line pool access code.  
**OR**  
Press an intercom key without ► , then enter a line pool access code.
3. When you hear external dial tone, dial your call.

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### *Internal calls using intercom keys*

1. If you do not have an internal Prime line, press  .
2. Dial your call.

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**Note:** Line pool access codes and extension numbers are supplied by your System Coordinator.

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### *Making calls using Handsfree*

1. Press  instead of lifting the handset.

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### *Holding Calls*

1. Press  . The ► flashes beside the line on hold.
2. Press the line key with the flashing ► to return to the call.

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### *Automatic hold*

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

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### *Exclusive hold*

Use Exclusive Hold (   ) to keep a call on hold private.

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This key operates your telephone's built-in microphone and speaker. Your System Coordinator can program Handsfree for your telephone.

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### *Switching between Handsfree and handset*

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

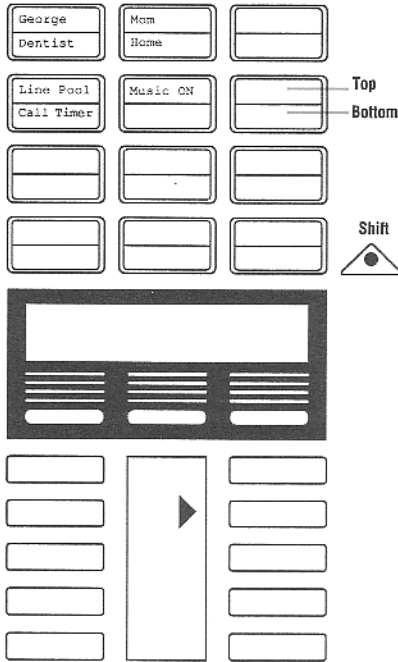
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### *Using Mute*

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

# Programming memory keys

## About memory keys



Memory keys store telephone numbers or feature codes to give you one-touch dialling or feature activation.

There are two types of memory keys: single-memory and dual-memory.

### **Dual-memory keys**

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

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

### **Single-memory keys**

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

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

## Programming memory keys

### **External autodial**

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

### **Internal autodial**

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

### **Features**

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

### **Erasing memory keys**

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