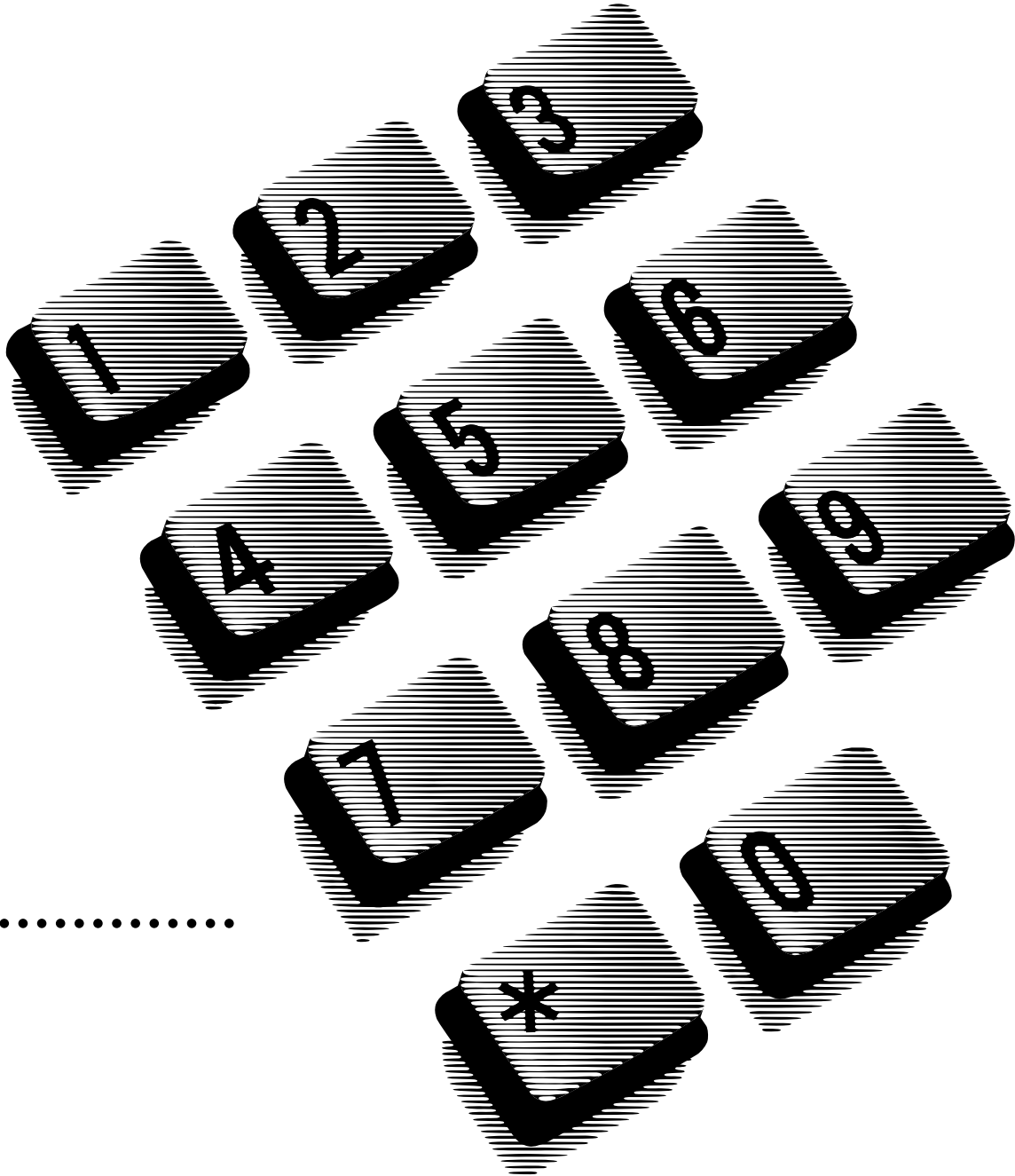


NORTEL NORSTAR



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.

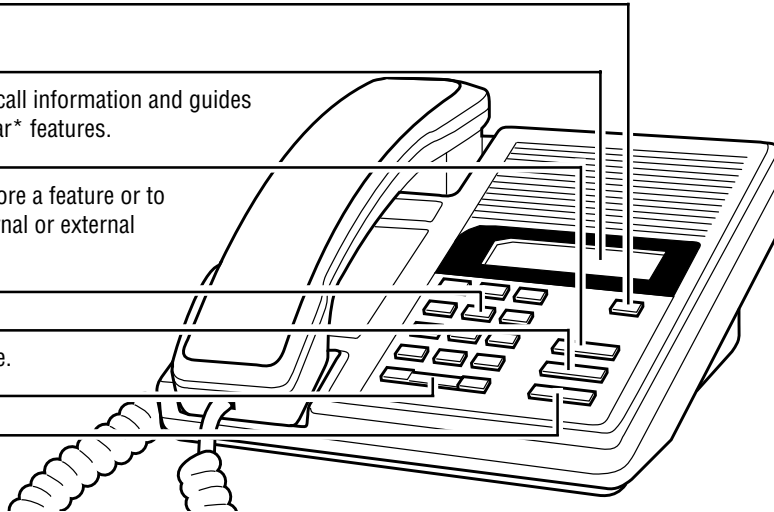
Memory button _____
is programmable to store a feature or to automatically dial internal or external number.

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 **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** **louder** to adjust the volume.
4. Press **Feature** to store the ring. softer louder

Adjusting receiver or telephone speaker volume

1. Press **softer** **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

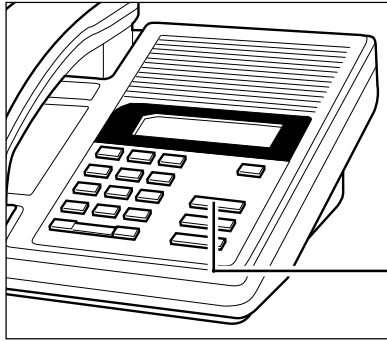
1. Press again to return to the first call on hold.
The second call is automatically put on hold.

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.