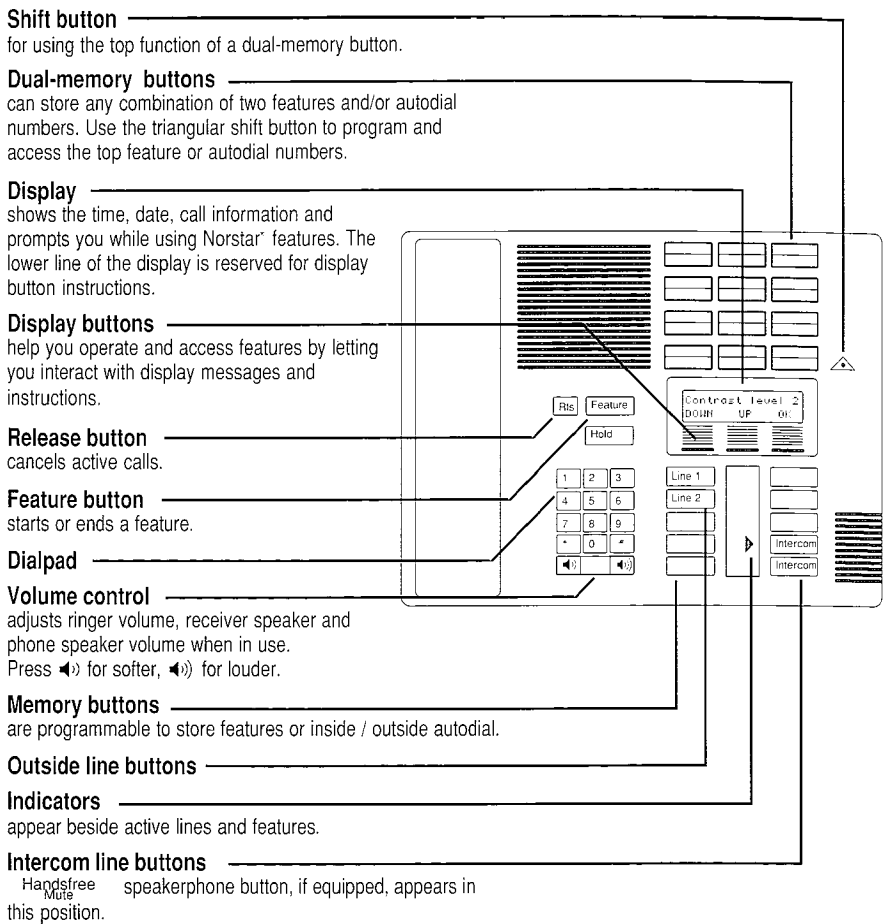


Norstar
Compact and
Modular Systems


M7310
Telephone
User Card



Your Norstar M7310 Phone



Using display buttons — Display buttons execute the instructions appearing in capital letters on the second line of the display directly above each button. Display buttons are shown as INSTRUCTION in this card.





- Adjust display contrast**
1. Press Feature * 7
 2. Press UP or DOWN for the level you want.
 3. Press OK when finished.



Making Calls

Line 1

Outside calls using outside line buttons



1. Pick up the receiver.
2. If  appears beside an outside line button, then dial.
OR
Press an outside line button without , then dial.

Outside calls using intercom line buttons

1. Pick up the receiver.
2. Press an intercom button without .
3. After  appears beside a button, press **9**, then dial.
4. If access is denied, contact your System Coordinator.


Intercom

Inside calls

1. Pick up the receiver.
 2. If  appears beside an intercom button, then dial an intercom number.
OR
Press an intercom button without , then dial.
- Intercom numbers are supplied by your System Coordinator.

Hold

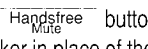
Holding calls

1. Press the **Hold** button. The  flashes.
2. Press the line button to return to the held call.

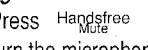
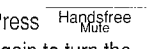
Automatic Hold

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

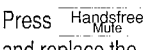
Handsfree Mute

The  button lets you use the phone's built-in microphone and speaker in place of the receiver. See your System Coordinator to have this feature administered on your phone.

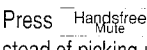
Using the Mute feature

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


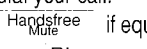
While on a call

1. Press  and replace the receiver to switch to handsfree.
2. Pick up the receiver to switch back.

To make or answer calls

1. Press  instead of picking up the receiver.

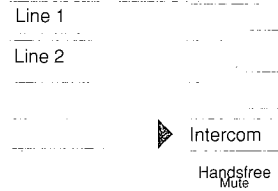
Dialing without lifting the receiver

1. Press a line or intercom button without , then dial your call.
2. When answered, pick up the receiver, or press  if equipped.
3. If the call is not answered, or the line is busy, press **RLS**

Programming Memory Buttons

About memory buttons

Single-Memory Buttons



There are two types of memory buttons: single-memory and dual-memory. You can program features, intercom and outside numbers onto either type of memory button for fast, one touch access.

Dual-Memory Buttons



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

Checking to see what is on any button

Note: You cannot change the function or position of the Handsfree, Intercom or outside line buttons. See your System Coordinator for details.

Button Inquiry

Before you program a button, use Button Inquiry to check the function of each memory button you wish to program.

1. Release your active calls.
2. Press Feature * 0
3. Press the buttons (one at a time) to be checked and read the display.
4. Press RLs when finished.

Programming memory buttons

Outside Autodial

1. Press Feature * 1
2. Press a memory button.
3. Dial the phone number.
4. Press Hold or OK
5. Label the new button.

Inside Autodial

1. Press Feature * 2
2. Press a memory button.
3. Dial the inside number.
4. Label the new button.

Features

1. Press Feature * 3
2. Press a memory button.
3. Press Feature and the feature code you want.
4. Label the new button.

Erasing memory buttons

1. Press Feature * 1
2. Press the memory button you want to erase.
3. Press OK to erase the button.

Using Speed Dial

About Speed Dial Numbers

Speed Dial lets you call outside numbers by dialing a two-digit code. Norstar has two sets of Speed Dial codes, System Speed Dial codes from 41 to 70 (01 to 70, if equipped), and Personal Speed Dial codes from 71 to 94. System Speed Dial codes can be used from any phone in the system. Phone numbers are assigned to System Speed Dial codes by your System Coordinator. You can assign your own set of phone numbers to Personal Speed Dial codes for use exclusively with your telephone.

Note: Personal Speed Dial may not be available on the M7310 telephones with some systems. See your System Coordinator for details. You cannot assign Speed Dial numbers while someone is Administering or Configuring your Meridian* Norstar Business Communication System.

Assigning phone numbers to Personal Speed Dial codes

If equipped

1. Press Feature * 4 to enter Personal Speed Dial numbers.
2. Enter a two-digit code (from 71 to 94).
3. Dial the phone number you wish to assign to that code. Phone numbers cannot exceed 16 digits.
4. Press OK to finish programming.
5. Keep a record of each Personal Speed Dial number that you assign. See your System Coordinator for System Speed Dial numbers.

Speed Dial

Using System and Personal Speed Dial (if equipped)

1. Select a line.
2. Press Feature 0
OR
Press Speed Dial
3. For System Speed Dial enter the two-digit code (41 to 70) or (01 to 70, if equipped) for the number you want.
OR
For Personal Speed Dial enter the two-digit code (71 to 94) for the number you want.

User Card Compatibility

This User Card is designed for Norstar M7310 telephones for use on both the Compact and Modular Meridian Norstar Business Communication Systems.

M7310 Tear-Off Feature List

Voice Call	Feature 6 6	- Makes a Voice Call instead of a ringing call to another Norstar phone within your office.
Voice Call Deny Cancel	Feature 8 8 Feature # 8 8	- Prevents your phone from receiving Voice Calls.

* If equipped.

M7310 Tear-Off Feature List

How to use Features with Codes

Many Norstar features are activated by using feature codes. All features with codes work in the same basic way.

1. Press Feature
2. Enter the code numbers on the dialpad.
3. Follow the display messages for specific operations of the feature.

See your System Coordinator for a more detailed description of any feature.

Background Music Cancel	<u>Feature</u> 8 6 <u>Feature</u> # 8 6	- Listen to music (provided by your office) through your phone speaker when you are not on a call.
Button Inquiry	<u>Feature</u> * 0	- Check what is stored on any button.
Call Duration Timer	<u>Feature</u> 7 7	- Temporarily shows on the display the approximate length of your most recent or current call.
Call Forward Cancel	<u>Feature</u> 4 <u>Feature</u> # 4	- Forward your calls to another phone within the office.
Call Park*	<u>Feature</u> 7 4	- Parking a call puts the call on hold and assigns it a number (101 to 109) for retrieving it. The retrieval number appears on the display when the call is parked.
Call Park Retrieve*	<u>Intercom</u> 1 0 then < 1 to 9 >	- Retrieve a parked call from any other phone by pressing <u>[Intercom]</u> and dialing the retrieval code (101 to 109) that appeared on the display when the call was parked.
Call Pickup Directed*	<u>Feature</u> 7 6	- Answer a call that is ringing at any phone by using this feature followed by the intercom number.
Call Pickup Group	<u>Feature</u> 7 5	- Answer a call that is ringing at another phone in your Pickup group.
Conference/Transfer	<u>Feature</u> 3	- Set up a three-person call or transfer a call to another phone in your office.
Contrast Adjustment	<u>Feature</u> * 7	- Enter this code and then press <u>UP</u> or <u>DOWN</u> to adjust the contrast of your phone display to suit the lighting in your office. Press <u>OK</u> when you have the correct contrast level.
Do Not Disturb Cancel	<u>Feature</u> 8 5 <u>Feature</u> # 8 5	- Prevent incoming calls from ringing at your phone.

* If equipped.

M7310 Tear-Off Feature List

Exclusive Hold	Feature <u>Hold</u>	- Hold a call and prevent other phones from picking it up.
Language Choice	Feature * <u>5 0 1</u> Feature * <u>5 0 2</u>	- For English language display on your phone. - For Alternate language display on your phone.
Last Number Redial	Feature <u>5</u>	- Redial the last outside number that you dialed.
Link	Feature <u>7 1</u>	- Generates a link signal (also called flash or recall).
Long Tones* Cancel	Feature <u>8 0 8</u> Feature # <u>8 0 8</u>	- Used for sending DTMF tones (Touch Tones) through intercom or outside lines. A tone lasts as long as the dialpad button is held down.
Message, Reply Cancel	Feature <u>6 5</u> Feature # <u>6 5</u>	- Call back a co-worker who sent you a message.
Message, Send Cancel	Feature <u>1</u> or <u>LATER</u> then <u>NO</u> Feature # <u>1</u>	- Send a message to a co-worker's display so they can call you back. This feature can be accessed using the feature code or will appear automatically if your call is unanswered.
Night Service Cancel	Feature <u>8 7</u> Feature # <u>8 7</u>	- All external, incoming calls to the prime phone ring at the Night Service phone also. Only the prime phone can activate Night Service. Some systems are equipped with a flexible version of Night Service allowing specific outside lines to ring at designated phones within the system.
Page, External	Feature <u>6 2</u>	- Make an announcement through your (optional) external speaker.
Page, External/ Internal	Feature <u>6 3</u>	- Make an announcement through both the phone speakers and external speaker.
Page, General	Feature <u>6 0</u>	- Make an announcement over the phone and/or PA (external) speakers. Press <u>SETS</u> for internal, <u>SPKR</u> for external or <u>BOTH</u> .
Page, Internal	Feature <u>6 1</u>	- Make an announcement through the Norstar phone speakers in your office system.
Pause	Feature <u>7 8</u>	- Insert a 1.5 second pause in a number being dialed.
Priority Call*	Feature <u>6 9</u>	- Permits you to interrupt another phone while it is on a call, or override a phone on Do Not Disturb. This feature must be administered on your phone by the System Coordinator.

* If equipped.

M7310 Tear-Off Feature List

Programming Features	Feature * 3	- Programs a Memory Button to activate or in some cases deactivate a feature with one touch.
Programming Inside Autodial	Feature * 2	- Programs a Memory Button to automatically dial an intercom (inside) number.
Programming Outside Autodial	Feature * 1	- Programs a Memory Button to automatically dial an outside number.
Restriction Override	Feature 6 8	- Enter this code and a password to override restrictions on your office phone. See your System Coordinator for more information.
Ring Again	LATER or Feature 2	- When an inside phone is busy, Ring Again signals you to call back. If you are accessing a Line Pool and all lines are busy, Ring Again signals you when a line becomes free.
Cancel	Feature # 2	
Ring Type	Feature * 6	- Select a distinctive ring to help you distinguish between your phone and others nearby. Press <u>NEXT</u> to select the ring type you want. Press <u>OK</u> to store the new ring.
Ring Volume	Feature * 8 0	- Makes your phone ring so you can adjust the volume.
Run/Stop	Feature * 9	- To program two features or autodials on a single memory button, put this break point between the features. One press dials the number or feature up to a break point. A second press dials the remaining numbers or feature.
Saved Number Redial*	Feature 6 7	- Saves the number appearing on the display for later use. Use the feature on an idle line to display and dial the saved number. This feature does not affect Last Number Redial.
Speed Dial	Feature 0	- For using both System and Personal Speed Dial codes.
Speed Dial, Personal*	Feature * 4	- Programs (assigns) a Personal Speed Dial code (71 to 94) to an outside number, if equipped.
Timed Release	Feature 7 2	- Generates a longer link signal (1500ms).
Transfer*	Feature 7 0	- Transfer a call to another phone within your Norstar system.
Trunk answer from any station*	Feature 8 0 0	- Pick up a ringing call on an outside line that has been placed in Night Service from any phone within the Norstar system.

* If equipped.