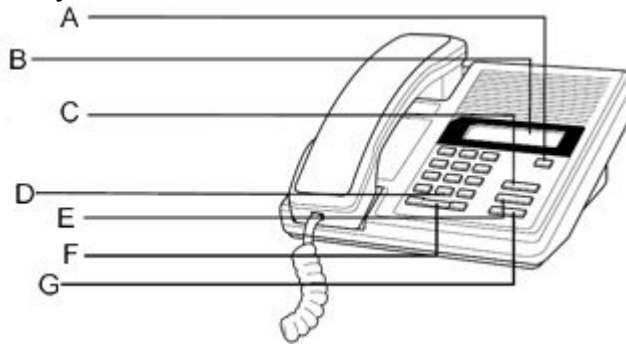


M7100 Digital Deskphone layout

This section describes the location and function of the buttons and other features on the face of the M7100 Digital Deskphone.

M7100 layout



A	Release button	Ends an active call or feature.
B	Display	Shows time and date, call, and feature information.
C	Memory button	Can be programmed with an internal or external telephone number or frequently accessed feature.
D	Dial pad	Used to dial out and access features.
E	Feature button	Starts or ends a feature.
F	Volume control	Adjusts ringer and handset volume.
G	Hold button	Places an active call on hold.

Telephone Setup

Use the following tasks to set up the M7100 Digital Deskphone.

Adjusting the contrast level

Use the following task to adjust the contrast level of the LCD display.

1. Press **Feature * 7**.
2. Press **1** through **9** to select the contrast level. The higher the number, the higher the contrast level.

Changing the ring type

Use the following task to change the ring type on the telephone.

1. Press **Feature * 6**.
2. Press **1** through **4** to select the ring type. A preview tone is played.
3. Press **Feature** to store the ring type.

Programming the memory button

The memory button stores an autodial number or feature code to give you one touch dialing or feature activation. You can program the memory button with a new number or feature. After you have

programmed the memory button, you can use one of the included memory button label strips to label the memory button.

Programming an external autodial number

You can program an external autodial number to the memory button.

1. Press **Feature * 1**.
2. Dial the external number you want to save to the memory button.
3. Press **Hold** to store the number to the telephone memory.
4. Label the memory button with a button label strip.

Programming an internal autodial number

You can program an internal autodial number to the memory button.

1. Press **Feature * 2**.
2. Dial the extension you want to save to the memory button. If a valid number is entered, it is stored automatically.
3. Label the memory button with a button label strip.

Programming a feature code — method 1

You can program a feature code to the memory button.

Feature	IP Office Standard Version	IP Office Quick Version/ PARTNER Version/Norstar Version
Personal Speed Dial	Feature 0, *00 to *99	#80 to #99 (also Feature *4, 80 to 99).
System Speed Dial	Feature 0, 001 to 999	Feature 0, 600 to 699
Ring Again (Set/Clear)	Feature 2 / Feature #2	AutCB works on phones with soft keys.
Conference	Feature 3	Feature 3
Forward All On/Off	Feature 4 / Feature #4	Feature 4 / Feature #4
Last Number Redial	Feature 5	Feature 5
Page	Feature 60	Prefix * to the extension/ group number.
Retrieve Messages	Feature 65 or Feature 981	777 (own mailbox) or 778 (mailbox select)
Dial Voice Call	Feature 66	Prefix * to the extension/ group number.
Priority Call	Feature 69	Not supported
Transfer	Feature 70	Feature 70
Call Park	Feature 74	Transfer call to own extension number.
Call Unpark	Feature #74 <park slot ID>	6<extension number (whoever parked the call)>
Call Pickup Group	Feature 75	66<pickup group number>
Direct Call Pickup	Feature 76	6<extension number>



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Feature	IP Office Standard Version	IP Office Quick Version/ PARTNER Version/Norstar Version
Do Not Disturb On/Off	Feature 85 / Feature #85	Feature 85 / Feature #85
Group Listen On/Off	Feature 802 / Feature #802	Not supported
Call Log Button Inspect	Feature 812	Feature 812
Speed Dial Button	Feature *1	Use button programming: Auto Dial — Other
Internal Auto Dial	Feature *2	Use button programming: Auto Dial — Intercom
Button Programming	Feature *3	Feature *3
Store a Personal Speed Dial	Feature *4	Feature *3, Feature *480 to *499.
Ringer Sound	Feature *6	System Admin function only
Contrast	Feature *7	Feature *7
Ring Volume	Feature *80	Feature *80
Enbloc Dialing On/Off	Feature *82	Not supported Hot dial only.

1. Press **Feature * 3**.
2. Press **Feature** and enter the feature code. The feature programming is saved automatically.
3. Label the memory button with a button label strip.

Programming a feature code — method 2

You can program a feature code to a memory button.

1. Press **Feature * 3**.
2. If prompted for a security code, enter your Hot Desking Login password.
3. Scroll (using the ">>>" softkey or Volume Up/Down) through the features list to find the feature you want to save to a button
4. Press **Selct** or **HOLD** at the feature you want to program.
5. Press the memory button you want to save the feature to.
6. If prompted with the existing programming on this button, press **Repla** or **HOLD** to program the button. Press **Back** or dial-pad '0' to cancel without saving the programming, and return to the selected feature.
7. Repeat steps 3 through 6 for each additional button you want to program. Press **RIs** when finished.
8. Label the programmed button with a button label strip.

Resetting memory buttons to default feature code programming

You can return all programmed feature buttons on your phone to the default feature programming for your phone model.

1. Press **Feature * 3**.
2. If prompted for a security code, enter your Hot Desking Login password.
3. Press * twice.
4. Press **Prog** or **Hold** to return all feature buttons to the system defaults.
5. Label the programmed button with a button label strip.

Erasing the memory button

You can delete the current memory button programming to reprogram it with a different number or feature.

1. Press **Feature * 1**.
2. Press **Hold** to delete the current memory button programming from the telephone memory.

Displaying memory button programming

Use the following task to display the telephone number or feature currently programmed to the memory button.

1. Press **Feature * 0**. The phone's extension number is briefly displayed, then the current memory button programming is displayed.
2. Press **Feature** again to clear the LCD screen.

Making and answering calls

Use the following tasks to make and answer calls on your M7100 Digital Deskphone.

Making external calls

Use the following task to make a call to an external telephone number.

Note:

Contact your system administrator to confirm what external dialling code to use on your telephone.

1. Lift the handset
2. Dial the external dialling code to access an external line.
3. Dial the external telephone number.

Making internal calls

Use the following task to make a call to an internal extension.

Note:

Contact your system administrator for a list of extension numbers.

1. Lift the handset
2. Dial the extension number.

Answering calls

Lift the handset to answer a call when your telephone rings and the display light flashes.

Making additional calls

The M7100 telephone allows you to have multiple calls active at the same time. Use **Hold** to switch between calls.

1. Press **Hold** to put the first call on hold.
2. Dial the telephone number of the second call.
3. Press **Hold** again to return to the first call. The second call is automatically put on hold. The **HOLD** button cycles through the intercom appearances and active calls on the phone. When pressed while on a call, the HOLD button attempts to find an



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available intercom appearance to present you a dial tone. For example, on a M7100 phone with 3 programmed intercom appearances with 2 of them currently on a call, the transitions using HOLD would be:

Appearance 1 (call 1) -> **HOLD** -> Appearance 3 (dial tone) -> **HOLD** -> Appearance 2 (call 2) -> **HOLD** -> Appearance 3 (dial tone) -> **HOLD** -> Appearance 1 (call 1)

Answering a second call

You can answer a second incoming call when you have another active call on your line.

1. Press **Hold** to answer the incoming call. Your primary call is automatically put on hold.
2. Press **Hold** again until you are returned to your first call. The second call is automatically put on hold.

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