



**Enterprise Edge  
M7310N  
User Card**



# Your Enterprise Edge M7310N Telephone

Shift button

is used to access the top function of a dual memory button

Display

shows the time, date, and call information; guides you while

Display buttons

Release button

Hold button

Feature button

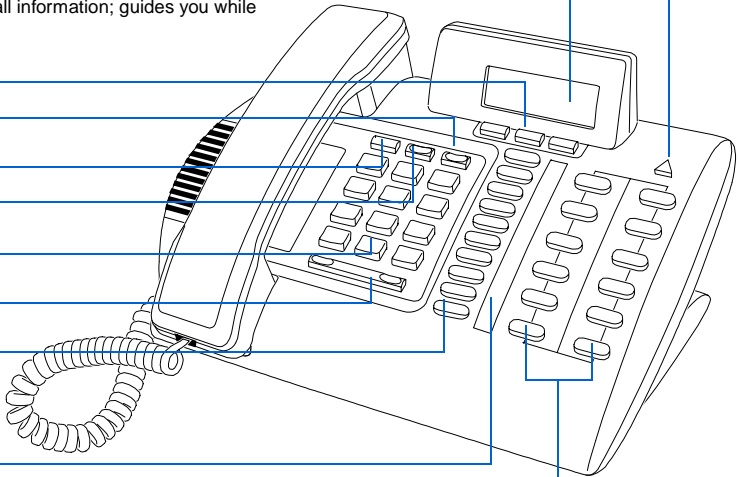
Dial pad

Volume control

Memory buttons

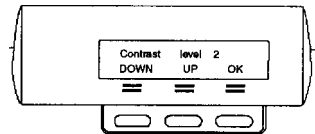
Indicators

Dual memory button



Using display buttons

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



Using Button Inquiry

Check what is programmed on your memory buttons.

1. Release all calls or lines with dial tone.
2. Press F<sub>x</sub> \* 0 .
3. Press the button(s) that you want to check and read the display.
4. Press F<sub>x</sub> when finished.

Adjusting display contrast

1. Press F<sub>x</sub> \* 7 .
2. Press UP or DOWN for the level you want.
3. Press OK when finished.

Selecting a ring type and volume level

1. Press F<sub>x</sub> \* 6 .
2. Press 1, 2, 3, 4, or NEXT to hear the different ring types.
3. While the telephone is ringing, press ← → + to adjust the volume level.
4. Press OK to store the volume level and ring.

# Making and answering calls

## Answering calls

### Answering calls using the handset

When your telephone rings, or ► flashes beside an Intercom or line button:

1. Lift the handset.

OR

Press the button beside the flashing ► before lifting the handset.

### Answering calls using Handsfree

When your telephone rings, or ► flashes beside an Intercom or line button:

1. Press .

## Making calls

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

### Line

#### External calls using numbered line buttons

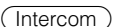
1. If you do not have an external Prime line, press a line button.
2. Dial your call.

### Intercom

#### External calls using Intercom buttons

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

#### Internal calls using Intercom buttons

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


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

#### Making calls using Handsfree

1. Press  instead of lifting the handset.





#### Holding Calls

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

#### Automatic hold

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

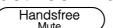
#### Exclusive hold

Use Exclusive Hold ( ) to keep a call on hold so that it can be retrieved only at your telephone.

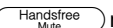
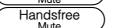
### Handsfree Mute

System Administrator can program Handsfree for your telephone.

#### Switching between Handsfree and handset

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

#### Using Mute

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

# Programming memory buttons

## About memory buttons



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

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

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

Dual-memory buttons:  
To use the bottom function, press the dual-memory button.

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



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Remember: Press **F<sub>x</sub>** \* 0 to check a memory or line button.



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### Programming memory buttons

#### External Autodial



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

#### Internal Autodial



1. If you are on a call or an open line with dial tone, press  or .
2. Press **F<sub>x</sub>** \* 2.
3. Press a memory button.
4. Dial the station number.
5. Label your new button.

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### Features

1. If you are on a call or an open line with dial tone, press  or .
2. Press **F<sub>x</sub>** \* 3.
3. Press a memory button.
4. Press **F<sub>x</sub>** and the feature code.
5. 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 **F<sub>x</sub>** \* 1.
3. Press the memory button you want to erase.
4. Press **OK** to erase the button.

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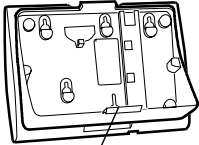
### Notice

These telephones now conform to the latest standards in relation to the positioning of Q and Z on the number buttons. The Q appears on button number 7 and the Z appears on button number 9.

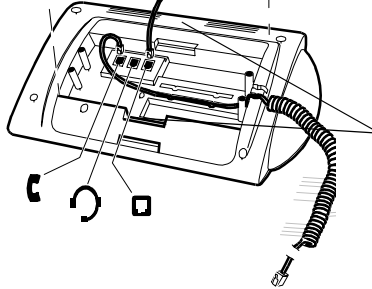
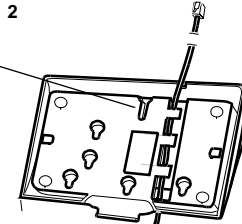
# Setting up the telephone

## Connecting the cords

1  
Press here firmly until it clicks, to attach the stand.



Press here to remove the stand.



**ATTENTION** Before attempting to carry out **any** work on the telephone, ensure that the line cord is unplugged from the wall socket.

To remove any of the cords, squeeze the release latch on the plug and gently pull the plug from the socket.

Connect the handset cord to the jack labelled with the telephone icon and route the cord as shown.

If you are using a headset, route the cord along the channel in the base and connect the cord to the telephone jack that is marked with the headset icon.

Route the line cord through the stand and connect the cord to the telephone jack that is marked with the jack icon.

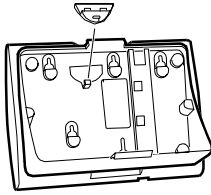
Attach the stand using either pair of slots; to raise the back of the telephone to its highest position, use these slots.

Once the above work is complete, plug the line cord back into its wall socket.

# Setting up the telephone

Mounting the telephone on the wall

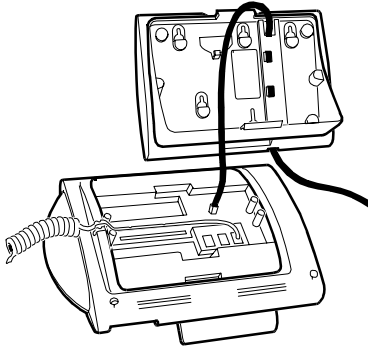
1



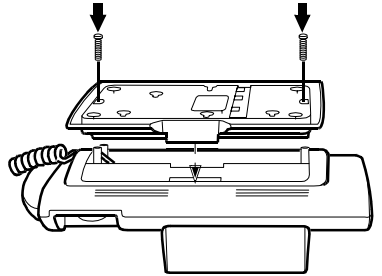
2



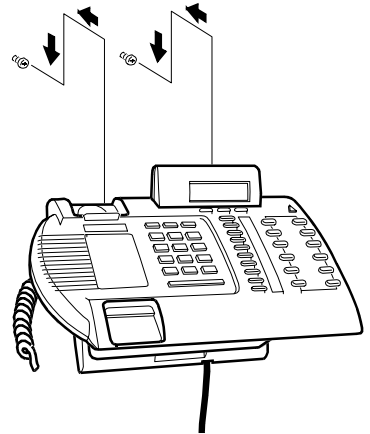
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4



5



5

