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 \mbox{\textasciitilde}.
3. Read the display.
4. Press \mbox{\textasciitilde} when finished.

Adjusting display contrast

1. Press \mbox{\textasciitilde}.
2. Press \mbox{\textasciitilde} to \mbox{\textasciitilde} for the level you want.

Selecting a ring type and volume

1. Press \mbox{\textasciitilde}.
2. Press \mbox{\textasciitilde}, \mbox{\textasciitilde} or \mbox{\textasciitilde} to hear the different types of rings.
3. While the telephone is ringing, press \mbox{\textasciitilde} to adjust the volume.
4. Press \mbox{\textasciitilde} to store the ring.

Adjusting receiver or telephone speaker volume

1. Press \mbox{\textasciitilde} 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 \( \text{9} \) (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 \( \text{Hold} \), you can switch between calls.

*To answer a second call while on another call*
1. Press \( \text{Hold} \) 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 \( \text{Hold} \) to put the first call on hold.
2. Dial the telephone number for the second call.

*To return to the first call*
1. Press \( \text{Hold} \) again to return to the first call on hold.
   The second call is automatically put on hold.

*To hold a call*
1. Press \( \text{Hold} \).
2. Press \( \text{Hold} \) 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.

Remember: Press Feature * 0 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 Hold or Ris.
2. Press Feature 7 1.
3. Dial the external number.
4. Press Hold 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 Hold or Ris.
2. Press Feature 7 3.
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 Hold or Ris.
2. Press Feature 7 2.
3. Press Feature 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 Hold or Ris.
2. Press Feature 7 1.
3. Press Hold to erase the button.