Enterprise Edge
M7208
Quick Reference Guide
Your Enterprise Edge M7208 telephone

Display
shows the time, date, call information, and guides you.

Indicators
appear beside lines and features.

Feature button
starts or ends a feature.

Release button
cancels active calls.

Hold button

Dial pad

Volume control

Memory and line buttons
are buttons with indicators for one touch dialing, feature operation or line access.

Using Key Inquiry
Check what is programmed on your memory keys.
1. Release all calls or lines with dial tone.
2. Press Feature * 0.
3. Press the key(s) that you want to check.
4. Read the display.
5. Press Feature when finished.

Adjusting display contrast
1. Press Feature * 7.
2. Press 1 to 9 on the key pad for the contrast level you want; the higher the number the higher the contrast level.

Selecting a ring type and volume level
2. Press 1, 2, 3 or 4 to hear the different ring types.
3. While the telephone is ringing, press Volume control to adjust the volume level.
4. Press Feature to store the ring.

Adjusting the handset or telephone speaker volume
1. Press Volume control when using the handset or the speaker.
### Making and answering calls

#### Answering calls

**Answering calls using the handset**
When your telephone rings, or flashing beside an Intercom or line key:
1. Lift the handset.
   OR
   Press the key beside the flashing before lifting the handset.

**Answering calls using Handsfree**
When your telephone rings, or flashing beside an Intercom or line key:
1. Press .

#### Making calls

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

- **Line**
  External calls using numbered line keys
  1. If you do not have an external Prime line, press a line key.
  2. Dial your call.

- **Intercom**
  External calls using Intercom keys
  1. Lift the handset.
  2. If flashing beside an Intercom key, enter a line pool access code.
     OR
     Press an Intercom key without flashing, then enter a line pool access code.
  3. When you hear external dial tone, dial your call.

  Internal calls using Intercom keys
  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.

- **Hold**
  Holding Calls
  1. Press . The flashing beside the line on hold.
  2. Press the line key 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 ( Feature Hold ) to keep a call on hold so that it can be retrieved only at your telephone.
### Making and answering calls continued

<table>
<thead>
<tr>
<th>Making calls using Handsfree</th>
<th>Using Mute</th>
<th>Notice</th>
</tr>
</thead>
</table>
| System Administrator can program Handsfree for your telephone. Switching between Handsfree and handset:  
1. Press [Handsfree](#) and replace the handset to switch to Handsfree.  
2. Pick up the handset to switch back. |  
1. Press [Handsfree](#) to turn the microphone OFF.  
2. Press [Handsfree](#) again to turn the microphone ON. | This telephone now conforms to the latest standards in relation to the positioning of Q and Z on the number keys. The Q appears on key number 7 and the Z appears on key number 9. |

1. Press [Handsfree](#) instead of lifting the handset.
Programming memory keys

About memory keys

Memory keys are the keys with indicators other than line or Handsfree keys. Memory keys store telephone numbers or feature codes to give you one-touch dialling or feature activation. You can change what a memory key does by just programming it with a new number or feature. You cannot program a line or Handsfree key.

Remember: Press \text{Feature} \* 0 \# to check a memory or line key.

<table>
<thead>
<tr>
<th>Programming memory keys</th>
<th>External Autodial</th>
<th>Internal Autodial</th>
<th>Features</th>
<th>Erasing memory keys</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. If you are on a call or a line with dial tone, press \text{Hold} or \text{Ris} .</td>
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<td>2. Press \text{Feature} * 1 .</td>
<td>2. Press \text{Feature} * 2 .</td>
<td>2. Press \text{Feature} * 3 .</td>
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<td>3. Press a memory key.</td>
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<td>3. Press the memory key you want to erase.</td>
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</tr>
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<td>4. Dial the external number.</td>
<td>4. Dial the extension number.</td>
<td>4. Press \text{Feature} and the feature code.</td>
<td>4. Press \text{Hold} to erase the key.</td>
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</tr>
<tr>
<td>5. Press \text{Hold} to store the number.</td>
<td>5. Label your new key.</td>
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</tbody>
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Setting up the telephone

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 slots on the back of the telephone.

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

Mounting the telephone on the wall

1. 

2. 

3. 

4. 

5. 

6. 