Your Enterprise Edge M7310 Telephone

Using Button Inquiry

Check what is programmed on your memory buttons.
1. Release all calls or lines with dial tone.
2. Press Feature [* 0].
3. Press the button(s) that you want to check and read the display.
4. Press Feature when finished.

Adjusting display contrast
1. Press Feature [* 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 Feature [* 6].
2. Press 1, 2, 3, 4, or NEXT to hear the different ring types.
3. While the telephone is ringing, press [ ] or [ ] to adjust the volume level.
4. Press OK to store the volume level and ring.

Using display buttons
Three display buttons appear directly below the display. When active, these buttons appear in capital letters on the second line of the display. In this document, display buttons appear as underlined, capital letters: for example, OK.

Display shows the time, date, call information, and guides you. The lower line of the display is reserved for display button instructions.

Dual-memory buttons store any two features and/or autodial numbers.

Display buttons
Feature button starts or ends a feature.
Release button cancels active calls.
Hold button
Dial pad
Memory and line buttons are buttons with indicators for one touch dialing, feature operation or line access.
Volume control
Indicators appear beside lines and features.

Shift button
For using the top function of a dual-memory button.

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

Contrast level 2
Contrast level 2
Contrast level 2
Contrast level 2

Display buttons
Display message
Display button message
Display buttons

Contrast level 2
Contrast level 2
Contrast level 2
Contrast level 2
## 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 Handsfree.

### Making calls

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

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

- **Intercom**
  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 Intercom.
2. Dial your call.

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

### Holding Calls

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

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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

System Administrator can program Handsfree for your telephone.

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

Using Mute
1. Press Handfree microphone OFF.
2. Press Handfree again to turn the microphone ON.

Making calls using Handsfree
Press Handfree instead of lifting the handset.

Notice
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.
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.

Remember: Press Feature 0 to check a memory or line button.

<table>
<thead>
<tr>
<th>Programming memory buttons</th>
<th>External Autodial</th>
<th>Internal Autodial</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. If you are on a call or an open line with dial tone, press Hold or Ris.</td>
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<tr>
<td>3. Press a memory button.</td>
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<td>4. Dial the external number.</td>
<td>4. Dial the station number.</td>
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<tr>
<td>5. Press OK to store the number.</td>
<td>5. Label your new button.</td>
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Features

1. If you are on a call or an open line with dial tone, press Hold or Ris.
2. Press Feature 3.
3. Press a memory button.
4. Press Feature 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 Hold or Ris.
2. Press Feature 1.
3. Press the memory button you want to erase.
4. Press OK to erase the button.
Setting up the telephone

Connecting the cords

**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 the 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

Mounting the telephone on the wall

1

2

3

4

5

6