Your T7208 telephone

**A** Telephone light
Flashes when a call rings at the telephone.
Lights up when Message Waiting Indication (MWI) is supported by system software. Contact your System Administrator or Coordinator for more information.

**B** Adjustable display
Shows the time and date, call and feature information. Adjust the display to your personal preference.

**C** Release button
Ends an active call.

**D** Dial pad

**E** Volume control
Adjusts the handset, Handsfree, headset and ringer volume.

**F** Mute button
Turns the microphone off or on when you are on a call.

**G** Headset button
Turns the headset mode on.

**H** Feature button
Starts or ends a feature.

**I** Hold button
Places calls on hold.

**J** Memory and line buttons

**K** Indicators
Appear next to active line and memory buttons.

**L** Number card
Write your extension number on this card.

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Cord connections

1. **Headset option**
   Connect cord to headset.
   Connect cord to handset.
   Insert line cord.
   Desk mount option
   Press here to remove the stand.
   Route line cord through the stand as shown. Place line cord into the slot on the stand.
   Mount stand on telephone.
   Connect line cord to wall jack.

Wall mount without a telephone stand

1. **Press here to remove the stand.**
   Connect cords to the telephone, refer to “Cord connections” illustrations.
   Connect line cord to wall jack.

Wall mount with a telephone stand

1. **Press here to remove the stand.**
   Use the key hole slots on the stand to mark the location for the screws. Tighten screws for a secure fit.
   Mount the stand as shown and insert screw. Use the screw that came with your telephone.
   Connect cords to the telephone, refer to “Cord connections” illustrations.
   Connect line cord to wall jack.

Telephone setup

**Display contrast level**
Adjust the contrast of your display.
1. Press \[ ²\] to...
2. Press \[ Ú\] to...
   The higher the number the higher the contrast level.

**Language choice**

1. Press \[ ²\] to...
2. Press \[ Ú\] to...
3. Press \[ Ú\] to...

**Ring type**
Select a different ring for your telephone.
1. Press \[ ²\] to...
2. Press \[ Ú\] to...
3. Press \[ Ú\] to...

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Memory buttons

Memory buttons are buttons with ▲ indicators not assigned as line, intercom or Handsfree buttons. Memory buttons store internal and external numbers or features to give you one touch dialing or feature activation.

Programming memory buttons

You can program a memory button with a new number or feature.

External autodial
1. Press ²¥Ú.
2. Press a memory button.
3. Dial the external number.
4. Press ³ to store the number.
5. Label your new button.

Internal autodial
1. Press ²¥Ú.
2. Press a memory button.
3. Dial the extension number.
4. Label your new button.

Features
1. Press ²¥Ú.
2. Press a memory button.
3. Press ²¥Ú and enter the feature code.
4. Label your new button.

How to erase memory buttons
1. Press ²¥Ú.
2. Press a memory button.
3. Press ³ to erase the button.

Making and answering calls

Making calls
There are many ways to make a call, depending on your telephone programming and the type of call.

External calls using line buttons
1. Lift the handset.
2. Press a line button.
3. Dial the external telephone number.

External calls using intercom buttons
1. Lift the handset.
2. Press an intercom button and enter a line pool access code.
3. When you hear an external dial tone, dial the external telephone number.

Internal calls using intercom buttons
1. Lift the handset.
2. Press an intercom button and enter a line pool access code.
3. When a call is answered, dial the internal telephone number.

How to label your buttons

1. Remove the plastic lens and button label strip from the telephone.
2. Write the name of each button on the button label strip.
3. Insert the button label strip back on the telephone.
4. Insert plastic lens, matching the tabs on the lens with the notches on the telephone.

How to mute calls

• While on a call, press ³ to turn the microphone off. The ³ light flashes when the microphone is off.
• Press ³ again to turn the microphone on.
• Use ³ on handset, Handsfree or headset calls.

Headset calls

• Press ³ to activate the headset mode. When the ³ light is on, press a line or intercom button to make a call.
• Press ³ to answer a call when the telephone rings or when an intercom or line button ▲ indicator flashes.
• To switch to your headset when you are on a call, press ³ and replace the handset. Lift the headset to switch back.

Warning

Nortel Networks does not support the connection of a headset to the T7208 telephone, unless Handsfree is enabled within the system programming. If Handsfree is not enabled, certain call handling features may not work as intended.