Your T7208 telephone

- **Telephone light**
  Flashes when a call rings at the telephone.

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

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

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

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

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

- **Memory and line buttons**
  Appear next to active line and memory buttons.

- **Display contrast level**
  Adjust the contrast of your display.
  1. Press $\text{[2]}$.
  2. Press $\text{[9]}$ to $\text{[2]}$ to select a contrast level. The higher the number the higher the contrast level.

- **Language choice**
  Select Primary Language for the telephone display.
  $\text{[2]}$$\text{[9]}$$\text{[2]}$
  Select Alternate Language for the telephone display.
  $\text{[2]}$$\text{[9]}$$\text{[2]}$
  Select Alternate Language 2 for the telephone display.
  $\text{[2]}$$\text{[9]}$$\text{[2]}$
  Select Alternate Language 3 for the telephone display.

- **Ring type**
  Select a different ring for your telephone.
  1. Press $\text{[2]}$.
  2. Press $\text{[9]}$, $\text{[9]}$, $\text{[2]}$ to hear the different ring types.
  3. Press $\text{[9]}$ to store the ring type.

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

- **Dial pad**
  Adjusts the handset, Handsfree, headset and ringer volume.

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

Wall mount option

- Press here to remove the stand.
- Connect cord to wall jack.
- Route line cord through the stand as shown. Place line cord into the slot on the stand.

Desk mount option

- Press here to remove the stand.
- Connect cord to wall jack.
- Mount stand on telephone.
- Connect line cord to wall jack.

Wall mount without a telephone stand

- Press here to remove the stand.
- Connect cords to the telephone, refer to “Cord connections” illustrations.

Cord connections

- **Headset option**
  Connect cord to headset.
- **Connect cord to handset**
  Insert line cord.

Telephone setup

- **Display contrast level**
  Adjust the contrast of your display.
  1. Press $\text{[2]}$.
  2. Press $\text{[9]}$ to $\text{[2]}$ to select a contrast level. The higher the number the higher the contrast level.

- **Language choice**
  Select Primary Language for the telephone display.
  $\text{[2]}$$\text{[9]}$$\text{[2]}$
  Select Alternate Language for the telephone display.
  $\text{[2]}$$\text{[9]}$$\text{[2]}$
  Select Alternate Language 2 for the telephone display.
  $\text{[2]}$$\text{[9]}$$\text{[2]}$
  Select Alternate Language 3 for the telephone display.

- **Ring type**
  Select a different ring for your telephone.
  1. Press $\text{[2]}$.
  2. Press $\text{[9]}$, $\text{[9]}$, $\text{[2]}$ to hear the different ring types.
  3. Press $\text{[9]}$ to store the ring type.
Check what is programmed on your buttons.
1. Press \[²\].
2. Press the button(s) that you want to check.
3. Read the display. Button assignment examples are shown below.
4. Press \[³\] when finished.

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.

External autodial
1. Press \[²\].
2. Press a memory button.
3. Dial the external telephone number.
4. Press \[³\] to store the number.
5. Label your new button.

External autodial
1. Press \[²\].
2. Press a memory button.
3. Dial the extension number.
4. Label your new button.

Features
1. Press \[²\].
2. Press a memory button.
3. Press \[²\] and enter the feature code.
4. Label your new button.

How to erase memory buttons
1. Press \[²\].
2. Press a memory button.
3. Press \[³\] to erase the button.

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.
4. Label your new button.

Contact your System Administrator or Coordinator for a list of extension numbers.

Answering calls
When your telephone rings and the display light flashes or when an intercom or line button ▲ indicator flashes:
• Lift the handset.
• OR Press the button with the flashing ▲ indicator before you lift the handset.

How to hold calls
• While on a call, press \[³\]. The ▲ indicator for the line on hold will flash.
• To retrieve a held call, press the line button with the flashing ▲ indicator.
• Calls are put on hold automatically when you switch from one line to another.

Handsfree calls
Your System Administrator or Coordinator must program the Handsfree feature on your telephone.
• Press the Handsfree button on your telephone to make or answer a call.
• To switch to Handsfree when you are on a call, press the Handsfree button and replace the handset. Lift the handset to switch back.

When programmed, the Handsfree feature is assigned to button 8 on your telephone.

How to mute calls
• While on a call, press \[©\] to turn the microphone off. The \[©\] light flashes when the microphone is off.
• Press \[©\] again to turn the microphone on.
• Use \[©\] on handset, Handsfree or headset calls.

Headset calls
• Press \[Â\] to activate the headset mode. When the \[Â\] light is on, press a line or intercom button to make a call.
• Press \[Â\] 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 \[Â\] and replace the handset. Lift the handset 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.