Volunteer control
Adjusts the handset, Handsfree, headset and ringer volume.

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 buttons
Memory and line buttons

Indicators
Appear next to active line and memory buttons.

Number card
Write your extension number on this card.
Memory buttons
Memory buttons are buttons 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.

Features
1. Press \( \text{button} \) to store the number.
2. Press \( \text{button} \) to erase the button.
3. Press \( \text{button} \) to store the feature code.

More on programming memory buttons

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.
3. Dial the extension number.

Answering calls
When your telephone rings and the display light flashes or when an intercom or line button \( \text{indicator} \) flashes:
- Lift the handset.
- Press the button with the flashing \( \text{indicator} \) before you lift the handset.

More on making and answering calls

How to hold calls
- While on a call, press \( \text{button} \). The \( \text{indicator} \) for the line on hold will flash.
- To retrieve a held call, press the line button with the flashing \( \text{indicator} \).
- 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 16 on your telephone.

How to mute calls
- While on a call, press \( \text{button} \) to turn the microphone off. The \( \text{light} \) flashes when the microphone is off.
- Press \( \text{button} \) again to turn the microphone on.
- Use \( \text{button} \) on handset, Handsfree or headset calls.

Headset calls
- Press \( \text{button} \) to activate the headset mode. When the \( \text{light} \) is on, press a line or intercom button to make a call.
- Press \( \text{button} \) to answer a call when the telephone rings or when an intercom or line button \( \text{indicator} \) flashes.
- To switch to your headset when you are on a call, press \( \text{button} \) and replace the handset. Lift the handset to switch back.

Warning
Nortel Networks does not support the connection of a headset to the T7316 telephone, unless Handsfree is enabled within the system programming. If Handsfree is not enabled, certain call handling features may not work as intended.

Button inquiry
Check what is programmed on your buttons.
1. Press \( \text{button} \).
2. Press the button(s) that you want to check.
3. Read the display. Button assignment examples are shown below.

Button labels
Use the three button label strips on the telephone to show what is programmed on the buttons.

How to label your buttons
1. Remove the plastic lens and button label strips 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.

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

External autodial
1. Press \( \text{button} \).
2. Press a memory button.
3. Dial the external number.
4. Press \( \text{button} \) to store the number.
5. Label your new button.

Internal autodial
1. Press \( \text{button} \).
2. Press a memory button.
3. Dial the extension number.
4. Press \( \text{button} \) to store the number.
5. Label your new button.

Making and answering calls

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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.
3. Dial the extension number.

Answering calls
When your telephone rings and the display light flashes or when an intercom or line button \( \text{indicator} \) flashes:
- Lift the handset.
- OR Press the button with the flashing \( \text{indicator} \) before you lift the handset.

Memory buttons
Memory buttons are buttons 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.

Features
1. Press \( \text{button} \) to store the number.
2. Press \( \text{button} \) to erase the button.
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- To switch to Handsfree when you are on a call, press the Handsfree button and replace the handset. Lift the handset to switch back.

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- Press \( \text{button} \) again to turn the microphone on.
- Use \( \text{button} \) on handset, Handsfree or headset calls.

Headset calls
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- Press \( \text{button} \) to answer a call when the telephone rings or when an intercom or line button \( \text{indicator} \) flashes.
- To switch to your headset when you are on a call, press \( \text{button} \) and replace the handset. Lift the handset to switch back.

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1. Press \( \text{button} \).
2. Press a memory button.
3. Dial the external number.
4. Press \( \text{button} \) to store the number.
5. Label your new button.

Internal autodial
1. Press \( \text{button} \).
2. Press a memory button.
3. Dial the extension number.
4. Press \( \text{button} \) to store the number.
5. Label your new button.

Making and answering calls

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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.
3. Dial the extension number.

Answering calls
When your telephone rings and the display light flashes or when an intercom or line button \( \text{indicator} \) flashes:
- Lift the handset.
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