**Your T7316 telephone**

A Telephone light
Flashes when a call rings at the telephone.

**Adjustable display**
Shows the time and date, call and feature information.

B Display buttons
The label for display buttons appear in capital letters on the bottom of the display. Display buttons change with each feature you use.

C Release button
Ends an active call.

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

E Volume control

**Your T7316 telephone**

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

H Headset button
Turns the headset mode on.

I Feature button
Starts or ends a feature.

J Hold button
Places calls on hold.

K Memory buttons
Memory and line buttons

L Adjusts the contrast of your display.

M Indicators
Appear next to active line and memory buttons.

N Number card
Write your extension number on this card.

**Cord connections**

1 Desk mount option
Route line cord through the stand.

2 Headset option
Connect cord to headset.

3 Connect cord to handset.

**Release button**
Ends an active call.

**Dial pad**

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

**Wall mount without a telephone stand**

1 Press here to remove the stand.

2 Connect cords to the telephone, refer to “Cord connections” illustrations.

3 Connect line cord to wall jack.

**Wall mount with a telephone stand**

1 Press here to remove the stand.

2 Mount the telephone onto the screws and slide it down.

3 Press here to remove the stand.

4 Mount the stand as shown and insert screw. Use the screw that came with your telephone.

5 Use the key hole slots on the stand to mark the location for the screws. Key hole slots

6 Connect cords to the telephone, refer to “Cord connections” illustrations.

7 Tighten screws for a secure fit.

**Telephone setup**

**Display contrast level**
Adjust the contrast of your display.

1. Press /G55/G50 or /G44/G4F/G57/G4E to view the levels.

2. Press /G4F/G4B to select a level.

**Language choice**

Select Primary Language for the telephone display.

Select Alternate Language for the telephone display.

Select Alternate Language 2 for the telephone display.

Select Alternate Language 3 for the telephone display.

**Ring type**
Select a different ring for your telephone.

1. Press /G2C

2. Press /G2C or /G4E/G45/G58/G54 to hear the different ring types.

3. Press OK to store the ring type.
Button inquiry

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

<table>
<thead>
<tr>
<th>Line</th>
<th>Intercom</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX (LINE NAME)</td>
<td>XXX (SET NAME)</td>
</tr>
<tr>
<td>SHOW OK</td>
<td>NEXT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internal autodial</th>
<th>External autodial</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXXXXXXXXXXXXX</td>
<td>XXXXXXXXXXXXXXXX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Feature</th>
<th>Handsfree</th>
</tr>
</thead>
<tbody>
<tr>
<td>(FEATURENAME)</td>
<td>Handsfree</td>
</tr>
<tr>
<td>SHOW OK</td>
<td></td>
</tr>
</tbody>
</table>

4. Press \( \text{[Handsfree]} \) when finished.

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.

More on programming memory buttons

Features
1. Press \( \text{[Line/Intercom]} \).
2. Press a memory button.
3. Press \( \text{[Handsfree]} \) and enter the feature code.
4. Press \( \text{[Handsfree]} \) to store the feature code.
5. Label your new button.

How to erase memory buttons
1. Press \( \text{[Line/Intercom]} \).
2. Press a memory button.
3. Press \( \text{[Handsfree]} \) 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.
3. Dial the extension number.

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 \( \text{[Handsfree]} \) indicator before you lift the handset.

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.

More on making and answering calls

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

Button labels

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

Spare button label strips are provided with your telephone.

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.

Tip
Use the Desktop Assistant application to customize button label strips for your telephone.

Go to www.nortelnetworks.com/sbs_desktopassistant and download the Desktop Assistant application to your personal computer.