NORTEL NORSTAR

M7100
Telephone
User Card
Your Norstar M7100 telephone

Release button
- cancels active calls.

Display
- shows the time, date, call information and guides you while using Norstar* features.

Memory button
- is programmable to store a feature or to automatically dial internal or external number.

Dial pad

Feature button
- starts or ends a feature.

Volume control

Hold button

Button inquiry
Confirm that your memory button has the correct snap-on cap by checking its programming.
1. Release all calls and open lines with dial tone.
2. Press Feature 6 5.
3. Read the display.
4. Press Feature when finished.

Adjusting display contrast
1. Press Feature 5 5.
2. Press 1 to 9 for the level you want.

Selecting a ring type and volume
1. Press Feature 5 5.
2. Press 1, 2, 3 or 4 to hear the different types of rings.
3. While the telephone is ringing, press Feature to adjust the volume.
4. Press Feature to store the ring.

Adjusting receiver or telephone speaker volume
1. Press when using the receiver or the speaker.
   softer louder

Important: All M7100 telephones Release 09 (REL 09) and higher comply with the Americans with Disabilities Act (ADA). See the label on the bottom of the telephone for the Release marking.

* Meridian and Norstar are trademarks of Northern Telecom.
Making calls

| Internal calls | 1. Pick up the receiver.  
| 2. Dial the internal number. |
| External calls | 1. Pick up the receiver.  
| 2. Dial \(9\) (or your system’s external line access code).  
| 3. Dial the external telephone number. |

**Note:** Internal numbers and the external access code are supplied by your System Coordinator.

**Making and answering a second call**

The M7100 telephone allows you to have two calls active at the same time. By using \(\text{Hold}\) you can switch between calls.

**To answer a second call while on another call**

1. Press \(\text{Hold}\) to put the first call on hold.  
The second call automatically comes onto the line.

**To hold a call and make a second call**

1. Press \(\text{Hold}\) to put the first call on hold.  
2. Dial the telephone number for the second call.

**To return to the first call**

1. Press \(\text{Hold}\) again to return to the first call on hold.  
The second call is automatically put on hold.

**To hold a call**

1. Press \(\text{Hold}\).  
2. Press \(\text{Hold}\) again to return to the call on hold.  
Check the display for confirmation or additional information.
Programming the memory button

About the memory button

The memory button can store a telephone number or feature code to give you one touch dialing or feature activation. You can change the memory button by programming it with a new number or feature code.

Programming memory buttons

**External autodial**
1. If you are on a call or an open line with dial tone, press [Hold] or [Rls].
2. Press [Feature] [1] [0].
3. Dial the external number.
4. Press [Hold] to store the number.
5. Label your new button.

**Internal autodial**
1. If you are on a call or an open line with dial tone, press [Hold] or [Rls].
2. Press [Feature] [1] [0].
3. Dial the internal number.
4. Label your new button.

**Features**
1. If you are on a call or an open line with dial tone, press [Hold] or [Rls].
2. Press [Feature] [1] [0].
3. Press [Feature] and the feature code.
4. Label your new button.

**Erasing memory buttons**
1. If you are on a call or an open line with dial tone, press [Hold] or [Rls].
2. Press [Feature] [1] [0].
3. Press [Hold] to erase the button.

Remember: Press Feature [0] to check the memory button.