Your T7316 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.

C 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.

D Release button
- Ends an active call.

E Dial pad

Your T7316 telephone

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

G 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

L Memory and line buttons

M Indicators
- Appear next to active line and memory buttons.

N Number card
- Write your extension number on this card.

Wall mount with a telephone stand

1 Press here to remove the stand.

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

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

4 Connect line cord to wall jack.

Cord connections

1 Desk mount option
- Route line cord through the stand.

2 Headset option
- Connect cord to headset.

3 Connect cord to handset.

4 Connect line cord to wall jack.

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.

Telephone setup

Display contrast level
- Adjust the contrast of your display.
1. Press C.
2. Press UP or DOWN to view the levels.
3. Press OK 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 C.
2. Press 1, 2, 3, 4, or NEXT 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 ▼▼. 
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>XXXX</td>
<td>LINENUM</td>
</tr>
<tr>
<td>XXXX</td>
<td>GETNUM</td>
</tr>
<tr>
<td>XXXX</td>
<td>NEXT</td>
</tr>
<tr>
<td>XXXX</td>
<td>UEN</td>
</tr>
<tr>
<td>Internal autodial</td>
<td>External autodial</td>
</tr>
<tr>
<td>00000</td>
<td>0000000000</td>
</tr>
<tr>
<td>Feature</td>
<td>Handsfree</td>
</tr>
<tr>
<td>FEATURENAME</td>
<td>Handsfree</td>
</tr>
</tbody>
</table>

4. Press ▼ 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 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.

Internal calls using intercom buttons
1. Lift the handset.
2. Press an intercom button.
3. Dial the extension number.
4. When you hear an internal dial tone, dial the external telephone 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 ▲ indicator before you lift the handset.

More on programming memory buttons

Features
1. Press ▼▼. 
2. Press a memory button.
3. Press ▼▼ and enter the feature code.
4. Press ▼ to store the feature code.
5. Label your new button.

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

Making and answering calls

How to hold calls
- While on a call, press ▼▼. 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 16 on your telephone.

Tip
Use the Desktop Assistant application to customize button label strips for your telephone.
Go to www.nortelnetworks.com and download the Desktop Assistant application to your personal computer.

More on making and answering calls

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 ▼▼ to activate the headset mode. When the ▲ light is on, press a line or intercom button to make a call.
- Press ▼▼ 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 ▼▼ 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.