Your T7208 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. Adjust the display to your personal preference.

C Release button
Ends an active call.

D Dial pad

Your T7208 telephone

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

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

G Headset button
Turns the headset mode on.

H Feature button
Starts or ends a feature.

I Hold button
Places calls on hold.

J Memory and line buttons

K Indicators
Appear next to active line and memory buttons.

L Number card
Write your extension number on this card.

Cord connections

1 Headset option
Connect cord to headset.

2 Desk mount option
Press here to remove the stand.

Wall mount without a telephone stand

1 Press here to remove the stand.

2 Mount stand on telephone.

3 Connect line cord to wall jack.

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 Mount the telephone onto the screws and slide it down.

5 Connect line cord to wall jack.

Phone setup

Display contrast level
Adjust the contrast of your display.
1. Press .
2. Press to select a contrast level. The higher the number the higher the contrast 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 .
2. Press to hear the different ring types.
3. Press 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>XXX (LINE XYZ)</td>
<td>XXX (GET READY)</td>
</tr>
<tr>
<td>Internal autodial</td>
<td>External autodial</td>
</tr>
<tr>
<td>Autodial 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 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.

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.

Contact your System Administrator or Coordinator for a list of line pool codes.

Internal calls using intercom buttons
1. Lift the handset.
2. Press an intercom button.
3. Dial the extension number.

When programmed, the Handsfree feature on your telephone.

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 B 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 [ ] 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 T7208 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

Programming memory buttons

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

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

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

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

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

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.