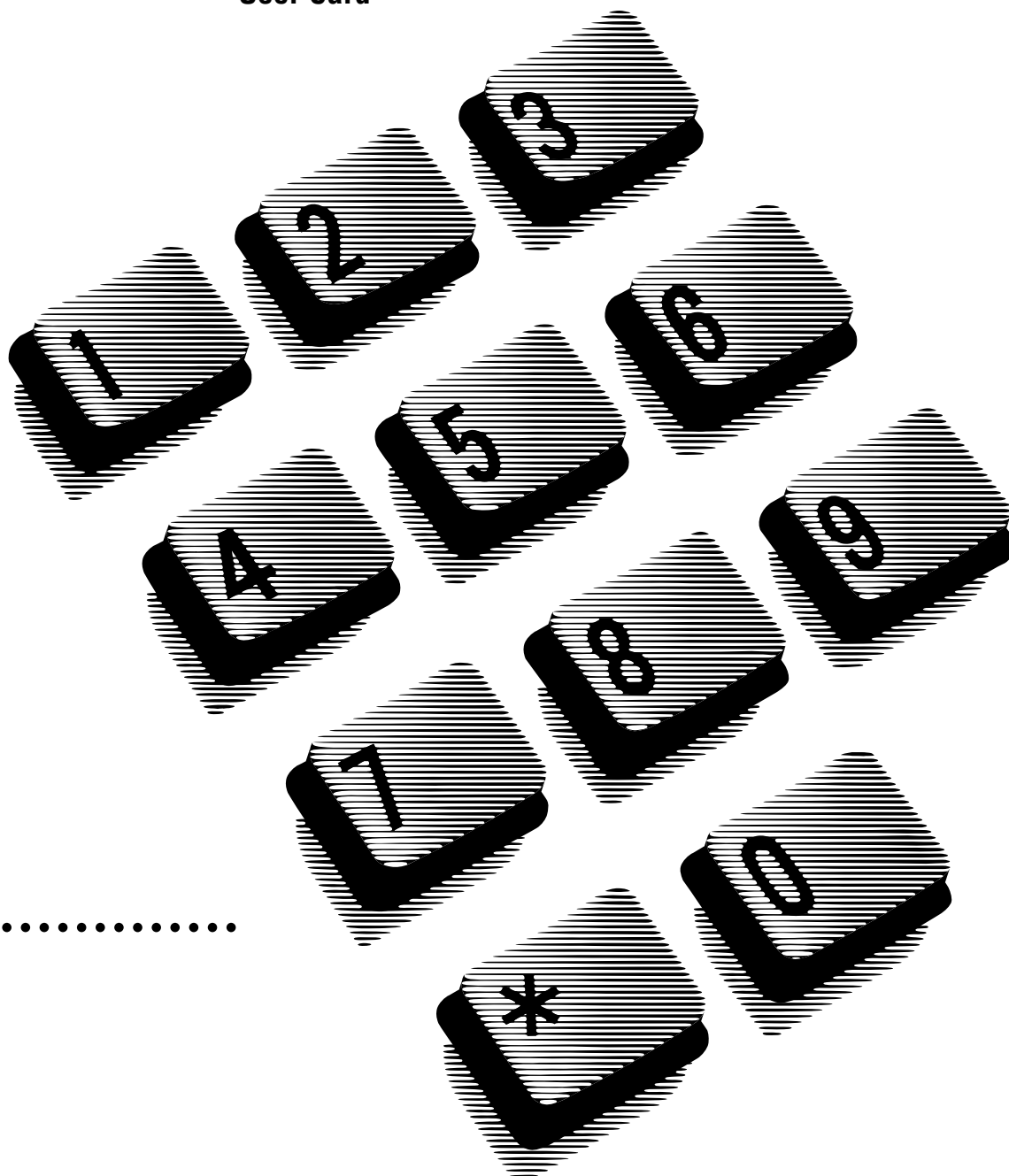# NORTEL NORSTAR

**M7310
Telephone
User Card**

Your Norstar M7310 telephone

Shift button
for using the top function of a dual-memory button.

Display
shows the time, date, call information and guides you while using Norstar* features.
The lower line of the display is reserved for display button instructions.

Dual-memory buttons
store any two features and/or autodial numbers.

Display buttons

Feature button
starts or cancels a feature.

Release button
cancels active calls.

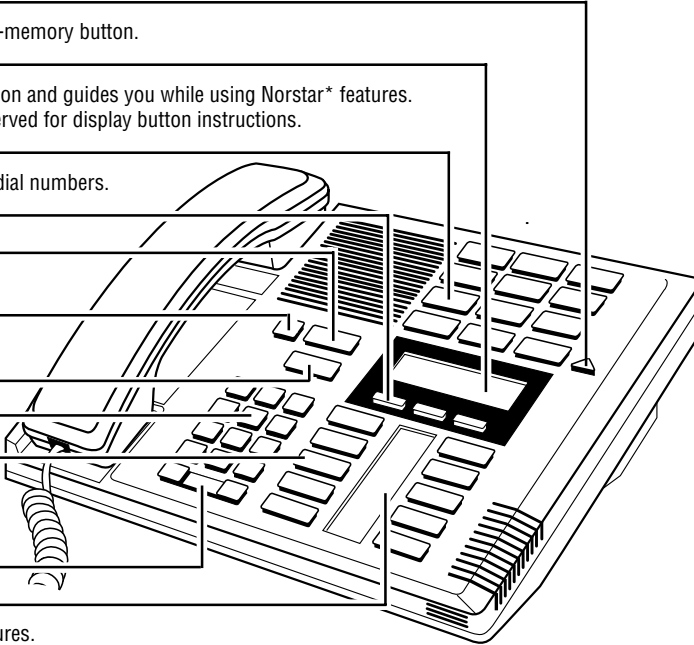**Hold button**

Dial pad

Memory and line buttons
are buttons with indicators for
one touch dialing, feature
operation or line access.

Volume control

Indicators
appear beside active lines and features.

Using display buttons	Display buttons change with each feature you use. The labels for display buttons appear in capital letters directly above them on the second line of the display. A display button with an "OK" label above it is represented as OK in this card.	Contrast level 2 DOWN UP OK
Button inquiry	Confirm that your memory and line buttons have the correct snap-on caps by checking their programming. 1. Release all calls or open lines with dial tone. 2. Press Feature * 0 . 3. Press the button(s) you want to check and read the display. 4. Press Feature when finished.	
Adjusting display contrast	1. Press Feature * 7 . 2. Press UP or DOWN for the level you want. 3. Press OK when finished.	
Selecting a ring type and volume level	1. Press Feature * 6 . 2. Press 1 , 2 , 3 or 4 to hear the different types of rings. 3. While the telephone is ringing, press 🔊 🔊 to adjust the volume. softer louder 4. Press OK to store the ring.	

Important: All M7310 telephones Release 16 (REL 16) and higher comply with the Americans with Disabilities Act (ADA). See the label on the bottom of the telephone for the Release marking.

Making calls

About line buttons

Norstar systems can have different types of line buttons. Match the line buttons on your telephone with the ones below for instructions on how to use them.

| Intercom |
| Line 1 |

Internal calls using Intercom buttons
1. Pick up the receiver.
2. If ▶ appears beside an Intercom button, then dial.
    OR
    Press an Intercom button without ▶ , then dial.

External calls using numbered Line buttons
1. Pick up the receiver.
2. When ▶ appears beside a numbered Line button, then dial.
    OR
    Press a numbered Line button without ▶ , then dial.

Note: Internal numbers are supplied by your System Coordinator.

| 4321 |

Internal calls using extension buttons
1. Pick up the receiver.
2. When ▶ appears beside an extension button, then dial.

External calls using extension buttons
1. Pick up the receiver.
2. When ▶ appears beside the extension button, then dial ⑨ (or your system's external line access code) and the number.

| Hold |

Holding Calls
1. Press ⬚Hold . The ▶ flashes beside the line on hold.
2. Press the line button with the flashing ▶ to return to the call. Check the display for confirmation or additional information.

Automatic hold
Calls are put on hold automatically when you switch from one line to another.

| Handsfree Mute |

This button operates the telephone's built-in microphone and speaker in place of the receiver. Your System Coordinator can program Handsfree to your telephone.

Making calls
1. Press ⬚Handsfree/Mute instead of picking up the receiver.

Switching between Handsfree and handset
1. Press ⬚Handsfree/Mute and replace the handset to switch to Handsfree.
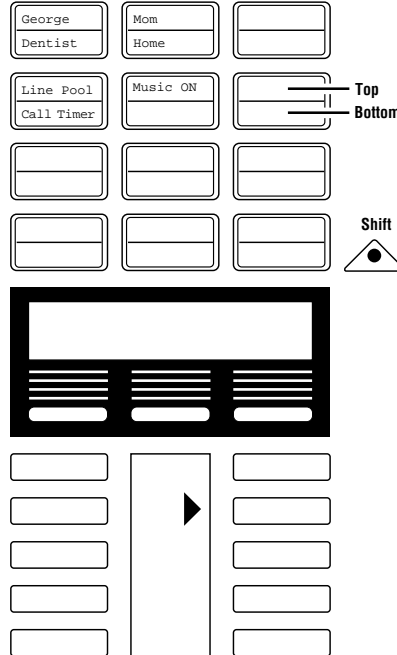2. Pick up the receiver to switch back.

Using Mute
1. Press ⬚Handsfree/Mute to turn the microphone OFF.
2. Press ⬚Handsfree/Mute again to turn the microphone ON.

Dialing without lifting the handset
1. Press a line button without ▶ , then dial your call.
2. When answered, pick up the receiver, or press ⬚Handsfree/Mute .
3. If the call is not answered, or the line is busy, press ⬚Rls .

Programming memory buttons

About memory buttons

| George | Mom | |
| Dentist | Home | |

| Line Pool | Music ON | | ◁ **Top** |
| Call Timer | | | ◁ **Bottom** |

Shift
◢

There are two types of memory buttons: single-memory and dual-memory. Memory buttons store telephone numbers or feature codes to give you one touch dialing or feature activation.

Dual-memory buttons

To use the **bottom** function, press the dual-memory button.
To use the **top** function, press the shift button, then press the dual-memory button.

Single-memory buttons

Single-memory buttons are the buttons with indicators other than line or Handsfree buttons.

▶

Remember: Press [Feature] [*] [0] to check a memory or line button.

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].
3. Press a memory button.
4. Dial the external number.
5. Press OK to store the number.
6. 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] [*] [2].
3. Press a memory button.
4. Dial the internal number.
5. 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] [*] [3].
3. Press a memory button.
4. Press [Feature] and the feature code.
5. 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].
3. Press the memory button you want to erase.
4. Press OK to erase the button.