**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 audiovisual 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.

**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 1 [I] [S].
3. Press the button(s) you want to check and read the display.
4. Press feature 1 [I] [S] when finished.

**Adjusting display contrast**
1. Press feature 1 [I] [S].
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 1 [I] [S].
2. Press 1, 2, 3 or 4 to hear the different types of rings.
3. While the telephone is ringing, press OK to adjust the volume.
4. Press OK to store the ring.

Import: All M7310 telephones Release 18 (REL 18) and higher comply with the Americans with Disabilities Act (ADA). See the label on the bottom of the telephone for release marking.

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**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.

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

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

**Note:** Internal numbers are supplied by your System Coordinator.

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

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

**Hold**
1. Press **Hold**. The **I** flashes beside the line on hold.
2. Press the line button with the flashing **I** to return to the call.
3. 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**
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** instead of picking up the receiver.

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

**Using Mute**
1. Press **Mute** to turn the microphone OFF.
2. Press **Mute** again to turn the microphone ON.

**Dialing without lifting the handset**
1. Press a line button without **I**, then dial your call.
2. When answered, pick up the receiver, or press **Handsfree**.
3. If the call is not answered, or the line is busy, press **I**.
### Programming memory buttons

#### About memory buttons

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.

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

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<th><strong>Internal autodial</strong></th>
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<td>1. If you are on a call or an open line with dial tone, press <strong>Hold</strong> or <strong>Pcs</strong>.</td>
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<td>2. Press <strong>[Feature]</strong>.</td>
</tr>
<tr>
<td>3. Press a memory button.</td>
<td>3. Press a memory button.</td>
<td>4. Dial the internal number.</td>
</tr>
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<td>4. Dial the external number.</td>
<td>4. Dial the internal number.</td>
<td>5. Label your new button.</td>
</tr>
<tr>
<td>5. Press <strong>OK</strong> to store the number.</td>
<td>5. Label your new button.</td>
<td></td>
</tr>
<tr>
<td>6. Label your new button.</td>
<td></td>
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<tr>
<th><strong>Features</strong></th>
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<td>1. If you are on a call or an open line with dial tone, press <strong>Hold</strong> or <strong>Pcs</strong>.</td>
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<tr>
<td>2. Press <strong>[Feature]</strong>.</td>
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</tr>
<tr>
<td>3. Press a memory button.</td>
<td>3. Press the memory button you want to erase.</td>
</tr>
<tr>
<td>4. Press <strong>[Feature]</strong> and the feature code.</td>
<td>4. Press <strong>OK</strong> to erase the button.</td>
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<tr>
<td>5. Label your new button.</td>
<td></td>
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</tbody>
</table>