Your Norstar M7324 telephone

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

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.

Display buttons

Dial pad

Volume control

Feature button starts or ends a feature.

Hold button

Release button cancels active calls.

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 12.
3. Press the button(s) you want to check and read the display.
4. Press Feature when finished.

Adjusting display contrast

2. Press UP or DOWN for the level you want.
3. Press OK when finished.

Selecting a ring type and volume level

2. Press 1, 2, or 3 to hear the different types of rings.
3. While the telephone is ringing, press Feature 16 to adjust the volume.
4. Press OK to store the ring.

* Meridian and Norstar are trademarks of Northern Telecom.

Making calls

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 appears beside an Intercom button, then dial 0.
3. 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.
3. Press a numbered Line button without then dial.

Note: Internal numbers are supplied by your system coordinator.

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 1 (or your system's external line access code) and the number.

Holding Calls

1. Press Hold: The appears beside the line on hold.
2. Press the line button with the flashing 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.

Handset

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 instead of picking up the receiver.

Switching between Handsfree and handset

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

Using Mute

1. Press to turn the microphone OFF.
2. Press 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.
3. If the call is not answered, or the line is busy, press .
Programming memory buttons

About memory buttons

Memory buttons are the buttons with indicators other than line or Handsfree buttons. Memory buttons store telephone numbers or feature codes to give you one touch dialing or feature activation. You can change what a memory button does by just programming it with a new number or feature.

If you have programmed a memory button with an internal number the indicator comes on when the number is busy.

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

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### 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.

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PD109299 Issue 03 Printed in Canada