Your T7316E telephone

A Telephone light
Flashes for incoming calls.
Lights up when Message Waiting Indication (MWI) is supported by system software. Contact your system administrator for more information.

B Adjustable tilt 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 or feature.

E Dial pad
Adjusts the handset, handsfree, headset and ringer volume.

F Volume control

Audio cluster buttons

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

Handsfree button
For more information on using the handsfree feature, refer to the “Handsfree calls” section in this card.

Headset button
Turns the headset mode on.

Hold button
Starts or ends a feature.

Memory buttons
Memory and line buttons
Indicators
Appears next to active line and memory buttons.

Number card
Write your extension number on this card.

Feature card plate
Storage compartment for your feature card.

Cord connections

Slide feature card plate down.

Desk mount option
Route line cord through the stand.

Headset option
Connect cord to headset.

Warning
The earpiece/mouthcap region on the handset may attract and retain small objects.

Release button
Ends an active call or feature.

Dial pad

Volume control

Adjusts the handset, handsfree, headset and ringer volume.

Wall mount with a telephone stand

Press here to remove the stand.

Mount the stand as shown.
Connect cords to the telephone, refer to “Cord connections” illustrations.

Wall mount without a telephone stand

Press here to remove the stand.

Mount the stand as shown.
Connect line cord to wall jack.

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 or NEXT to hear the different ring types.
3. Press OK to store the ring type.

Telephone setup

Display contrast level
Adjust the contrast of your display.

1. Press .
2. Press or DOWN to view the levels.
3. Press OK to select a level.

Feature message
Displays messages.

Feature button
Starts or ends a feature.

Hold button
Places calls on hold.

Memory button
Places calls on hold.

Memory and line buttons

Phone options

Release button
Ends an active call or feature.

Dial pad

Volume control

Adjusts the handset, handsfree, headset and ringer volume.

Feature card plate
Storage compartment for your feature card.

Wall mount with a telephone stand

Press here to remove the stand.

Mount the stand as shown.
Connect cords to the telephone, refer to “Cord connections” illustrations.

Wall mount without a telephone stand

Press here to remove the stand.

Mount the stand as shown.
Connect line cord to wall jack.

Display contrast level
Adjust the contrast of your display.

1. Press .
2. Press 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.

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Ring type
Select a different ring for your telephone.

1. Press .
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More on your T7316E telephone

Audio cluster buttons

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

Handsfree button
For more information on using the handsfree feature, refer to the “Handsfree calls” section in this card.

Headset button
Turns the headset mode on.

Hold button
Places calls on hold.

Memory buttons
Memory and line buttons
Indicators
Appear next to active line and memory buttons.

Number card
Write your extension number on this card.

Feature card plate
Storage compartment for your feature card.
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.

Programming memory buttons

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

### External autodial

1. Press \[ \text{ } \].
2. Press a memory button.
3. Dial the external number.
4. Press \[ \text{ } \] to store the number.
5. Label your new button.

### Internal autodial

1. Press \[ \text{ } \].
2. Press a memory button.
3. Dial the extension number.
4. Press \[ \text{ } \] to store the number.
5. Label your new button.

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. The line button indicator (\[ \text{ } \) turns on.
3. Dial the external telephone number.

### External calls using intercom buttons

1. Lift the handset.
2. Press an intercom button. The intercom button indicator (\[ \text{ } \) turns on.
3. Enter a line pool access code.
4. When you hear an external dial tone, dial the external telephone number.

Contact your system administrator for a list of line pool codes.

Answering calls

When your telephone rings and the display light flashes or when an intercom or line button indicator (\[ \text{ } \) flashes:

- Press \[ \text{ } \] to answer a call when the telephone rings.
- Press \[ \text{ } \] to retrieve a held call.
- Press \[ \text{ } \] to mute a call.
- Press \[ \text{ } \] to turn the microphone off.

Other documents

Read the Telephone Feature Card for more information on using telephone features.

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.

Warning

Nortel Networks does not support the connection of a headset to the T7316E telephone, unless hands-free is enabled within the system programming. If hands-free is not enabled, certain call handling features may not work as intended.