M7100 Digital Deskphone layout
This section describes the location and function of the buttons and other features on the face of the M7100 Digital Deskphone.

### M7100 layout

A. Release button  
   Ends an active call or feature.

B. Display  
   Shows time and date, call, and feature information.

C. Memory button  
   Can be programmed with an internal or external telephone number or frequently accessed feature.

D. Dial pad  
   Used to dial out and access features.

E. Feature button  
   Starts or ends a feature.

F. Volume control  
   Adjusts ringer and handset volume.

G. Hold button  
   Places an active call on hold.

### Telephone Setup

Use the following tasks to set up the M7100 Digital Deskphone.

#### Adjusting the contrast level

Use the following task to adjust the contrast level of the LCD display.

1. Press Feature * 7.
2. Press 1 through 9 to select the contrast level. The higher the number, the higher the contrast level.

#### Changing the ring type

Use the following task to change the ring type on the telephone.

2. Press 1 through 4 to select the ring type. A preview tone is played.
3. Press Feature to store the ring type.

#### Programming the memory button

The memory button stores an autodial number or feature code to give you one touch dialing or feature activation. You can program the memory button with a new number or feature. After you have programmed the memory button, you can use one of the included memory button label strips to label the memory button.

### Programming an external autodial number

You can program an external autodial number to the memory button.

1. Press Feature * 1.
2. Dial the external number you want to save to the memory button.
3. Press Hold to store the number to the telephone memory.
4. Label the memory button with a button label strip.

### Programming an internal autodial number

You can program an internal autodial number to the memory button.

1. Press Feature * 2.
2. Dial the extension you want to save to the memory button. If a valid number is entered, it is stored automatically.
3. Label the memory button with a button label strip.

### Programming a feature code — method 1

You can program a feature code to the memory button.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>Feature 0, *0 to *99</td>
<td>#80 to #99 (also Feature *4, 80 to 99).</td>
</tr>
<tr>
<td>Speed Dial</td>
<td>Feature 0, 001 to 999</td>
<td>Feature 0, 600 to 699</td>
</tr>
<tr>
<td>System Speed Dial</td>
<td>Feature 2 / Feature #2</td>
<td>AutCB works on phones with soft keys.</td>
</tr>
<tr>
<td>Ring Again / (Set/Clear)</td>
<td>Feature 3</td>
<td>Feature 3</td>
</tr>
<tr>
<td>Conference</td>
<td>Feature 4 / Feature #4</td>
<td>Feature 4 / Feature #4</td>
</tr>
<tr>
<td>Forward All On/Off</td>
<td>Feature 5</td>
<td>Feature 5</td>
</tr>
<tr>
<td>Last Number Redial</td>
<td>Feature 60</td>
<td>Prefix * to the extension/group number.</td>
</tr>
<tr>
<td>Page Retrieve Messages</td>
<td>Feature 65 or Feature 981</td>
<td>777 (own mailbox) or 778 (mailbox select)</td>
</tr>
<tr>
<td>Dial Voice Call</td>
<td>Feature 66</td>
<td>Prefix * to the extension/group number.</td>
</tr>
<tr>
<td>Priority Call</td>
<td>Feature 69</td>
<td>Not supported</td>
</tr>
<tr>
<td>Transfer</td>
<td>Feature 70</td>
<td>Feature 70</td>
</tr>
<tr>
<td>Call Park</td>
<td>Feature 74</td>
<td>Transfer call to own extension number.</td>
</tr>
<tr>
<td>Call Unpark</td>
<td>Feature #74</td>
<td>6&lt;extension number&gt; (whoever parked the call)</td>
</tr>
<tr>
<td>Call Pickup Group</td>
<td>Feature 75</td>
<td>66&lt;pickup group number&gt;</td>
</tr>
<tr>
<td>Direct Call Pickup</td>
<td>Feature 76</td>
<td>6&lt;extension number&gt;</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Do Not Disturb On/Off</td>
<td>Feature 85 / Feature #85</td>
<td>Feature 85 / Feature #85</td>
</tr>
<tr>
<td>Group Listen On/Off</td>
<td>Feature 802 / Feature #802</td>
<td>Not supported</td>
</tr>
<tr>
<td>Call Log</td>
<td>Feature 812</td>
<td>Feature 812</td>
</tr>
<tr>
<td>Button Inspect</td>
<td>Feature *0</td>
<td>Use button programming.</td>
</tr>
<tr>
<td>Speed Dial Button</td>
<td>Feature *1</td>
<td>Use button programming: Auto Dial — Other</td>
</tr>
<tr>
<td>Internal Auto Dial</td>
<td>Feature *2</td>
<td>Use button programming: Auto Dial — Intercom</td>
</tr>
<tr>
<td>Button Programming</td>
<td>Feature *3</td>
<td>Feature *3</td>
</tr>
<tr>
<td>Store a Personal</td>
<td>Feature *4</td>
<td>Feature *3, Feature *480 to *499.</td>
</tr>
<tr>
<td>Speed Dial</td>
<td>Feature *6</td>
<td>System Admin function only</td>
</tr>
<tr>
<td>Ringer Sound</td>
<td>Feature *7</td>
<td>Feature *7</td>
</tr>
<tr>
<td>Ring Volume</td>
<td>Feature *80</td>
<td>Feature *80</td>
</tr>
<tr>
<td>Enbloc Dialing On/Off</td>
<td>Feature *82</td>
<td>Not supported Hot dial only.</td>
</tr>
</tbody>
</table>

### Resetting memory buttons to default feature code programming
You can return all programmed feature buttons on your phone to the default feature programming for your phone model.

1. Press Feature * 3.
2. If prompted for a security code, enter your Hot Desking Login password.
3. Press * twice.
4. Press Prog or Hold to return all feature buttons to the system defaults.
5. Label the programmed button with a button label strip.

### Erasing the memory button
You can delete the current memory button programming to reprogram it with a different number or feature.

1. Press Feature * 1.
2. Press Hold to delete the current memory button programming from the telephone memory.

### Displaying memory button programming
Use the following task to display the telephone number or feature currently programmed to the memory button.

1. Press Feature * 0. The phone's extension number is briefly displayed, then the current memory button programming is displayed.
2. Press Feature again to clear the LCD screen.

### Making and answering calls
Use the following tasks to make and answer calls on your M7100 Digital Deskphone.

#### Making external calls
Use the following task to make a call to an external telephone number.

1. Lift the handset
2. Dial the external dialling code to access an external line.
3. Dial the external telephone number.

#### Making Internal calls
Use the following task to make a call to an internal extension.

1. Lift the handset
2. Dial the extension number.

### Answering calls
Lift the handset to answer a call when your telephone rings and the display light flashes.

### Making additional calls
The M7100 telephone allows you to have multiple calls active at the same time. Use Hold to switch between calls.

1. Press Hold to put the first call on hold.
2. Dial the telephone number of the second call.
3. Press Hold again to return to the first call. The second call is automatically put on hold. The HOLD button cycles through the intercom appearances and active calls on the phone. When pressed while on a call, the HOLD button attempts to find an
available intercom appearance to present you a dial tone. For example, on a M7100 phone with 3 programmed intercom appearances with 2 of them currently on a call, the transitions using HOLD would be:

Appearance 1 (call 1) -> HOLD -> Appearance 3 (dial tone) -> HOLD -> Appearance 2 (call 2) -> HOLD -> Appearance 3 (dial tone) -> HOLD -> Appearance 1 (call 1)

**Answering a second call**
You can answer a second incoming call when you have another active call on your line.

1. Press **Hold** to answer the incoming call. Your primary call is automatically put on hold.
2. Press **Hold** again until you are returned to your first call. The second call is automatically put on hold.

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