M7208 Digital Deskphone layout
This section describes the location and function of the buttons and other features on the face of the M7208 Digital Deskphone.

M7208 layout

A Display
- Shows the time, date, and call information.

B Indicators
- Appear beside active lines and features.

C Feature button
- Starts or ends a feature.

D Release button
- Cancels an active call.

E Hold button
- Places an active call on hold.

F Dial pad
- Used to dial features and extension.

G Volume control
- Adjusts handset and ringer volume.

H Memory and line buttons
- Used to store frequently used telephone numbers to the phone memory.

Using display buttons
Three display buttons appear directly below the display. When active, these buttons appear in capital letters on the second line of the display. In this guide, display buttons appear as underlined, capital letters: for example, OK.

Telephone Setup
Use the following tasks to set up the M7208 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 memory buttons
Memory buttons are buttons with indicators 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. Avaya IP Office supports duplicate programming. For example, you can program a single feature or number to multiple memory buttons.

Programming an external autodial number
You can program a memory button with a new number or feature.
1. Press Feature * 1.
2. Press the memory button you want to save the number to.
3. Dial the external number you want to save to the memory button.
4. Press Hold to store the number to the telephone memory.
5. Label the memory button.

Programming an internal autodial number
You can program an internal autodial number to a memory button.
1. Press Feature * 2.
2. Press the memory button you want to store the number to.
3. Dial the extension you want to save to the memory button. If a valid number is entered, it is saved automatically.
4. Label the memory button with a button label strip.

Programming a feature code — method 1
You can program a feature code to a memory button.
1. Press Feature * 7.
2. Press the memory button you want to store the number to.
3. Dial the extension you want to save to the memory button. If a valid number is entered, it is saved automatically.
4. Label the memory button with a button label strip.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Speed Dial</td>
<td>Feature 0, *00 to *99</td>
<td>#80 to #99 (also Feature *4, 80 to 99)</td>
</tr>
<tr>
<td>System Speed Dial</td>
<td>Feature 0, 001 to 999</td>
<td>Feature 0, 600 to 699</td>
</tr>
<tr>
<td>Ring Again (Sel/Clear)</td>
<td>Feature 2 / Feature #2</td>
<td>AutCB works on phones with soft keys.</td>
</tr>
<tr>
<td>Conference</td>
<td>Feature 3</td>
<td>Feature 3</td>
</tr>
<tr>
<td>Forward All On/Off</td>
<td>Feature 4 / Feature #4</td>
<td>Feature 4 / Feature #4</td>
</tr>
<tr>
<td>Last Number Redial</td>
<td>Feature 5</td>
<td>Feature 5</td>
</tr>
<tr>
<td>Page</td>
<td>Feature 60</td>
<td>Prefix * to the extension/group number.</td>
</tr>
<tr>
<td>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 &lt;park slot ID&gt;</td>
<td>6&lt;extension number (whoever parked the call)&gt;</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>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 Speed Dial</td>
<td>Feature *4</td>
<td>Feature *3, Feature *480 to 499.</td>
</tr>
<tr>
<td>Ringer Sound</td>
<td>Feature *6</td>
<td>System Admin function only</td>
</tr>
<tr>
<td>Contrast</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>

1. Press Feature * 3.
2. Press the memory button you want to save the feature to.
3. Press Feature and enter the feature code. The feature code is saved automatically.
4. Label the memory button with a button label strip.

**Programming a feature code — method 2**

You can program a feature code to a memory button.
1. Press Feature * 3.
2. If prompted for a security code, enter your Hot Desking Login password.
3. Scroll (using the “>>>” softkey or Volume Up/Down) through the features list to find the feature you want to save to a button
4. Press Select or HOLD at the feature you want to program.
5. Press the memory button you want to save the feature to.
6. If prompted with the existing programming on this button, press Repl or HOLD to program the button. Press Back or dial-pad ‘0’ to cancel without saving the programming, and return to the selected feature.
7. Repeat steps 3 through 6 for each additional button you want to program. Press Rls when finished.
8. Label the programmed button with a button label strip.

**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 a 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 the memory button you want to erase.
3. 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.
Making and answering calls

Use the following tasks to make and answer calls on your M7208 Digital Deskphone.

Making external calls using line buttons

Use the following task to make a call to an external telephone number using a line button.

1. Lift the handset
2. Press a line button.
3. Dial the external telephone number.

Making external calls using intercom buttons

Use the following task to make a call to an external telephone number using an intercom button.

Note:
Contact your system administrator for a list of external dialling codes.

1. Lift the handset
2. Press an intercom button and enter an external dialling access code.
3. Dial the external telephone number.

Making internal calls using intercom buttons

Use the following task to make a call to an internal extension using an intercom button.

Note:
Contact your system administrator for a list of extension numbers.

1. Lift the handset
2. Press an intercom button.
3. Dial the extension number.

Answering calls

An incoming call is available to be answered when your telephone rings and the display light flashes, or when an intercom or line button indicator flashes.

When an incoming call appears on your telephone, lift the handset
OR
Press the button with the flashing indicator before you lift the handset.

Placing a call on hold

Use the following task to place an active call on hold.

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

1. While on a call, press Hold. The indicator for the line will flash.
2. Press the line button with the flashing indicator to retrieve the call.

Muting a call

You can mute your voice on an active call. This task applies to handset, handsfree, and headset calls.

1. While on a call, press Handsfree/Mute to turn the microphone off. The indicator light next to the Mute button flashed when the microphone is muted.
2. Press Handsfree/Mute again to turn the microphone on.

Making a handsfree call

You system administrator must program the handsfree feature on your telephone. The handsfree button is programmed to the bottom right memory line button.

Press the handsfree/mute button on your telephone to make or answer a call.

OR

To switch to handsfree/mute when you are on a call, press the handsfree button and place the handset on the cradle. Lift the handset off the cradle to turn off handsfree mode.

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