M7310 Digital Deskphone layout

This section describes the location and function of the buttons and other features on the face of the M7310 Digital Deskphone.

M7310 layout

A Shift button
For using the top function of a dual-memory button.

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

C Dual-memory buttons
Stores any two features or autodial numbers.

D 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.

E Feature button
Starts or ends a feature.

F Release button
Ends an active call or feature.

G Hold button
Places the active call on hold.

H Dial pad
Used to input phone numbers and features.

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

J Volume control
Raises or lowers volume.

K Indicators
Appears beside an active line or feature.

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, for example, OK.

Telephone Setup

Use the following tasks to set up the M7310 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 UP or DOWN to view the contrast levels.
3. Press OK to select a level.

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

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

Programming memory buttons

Memory buttons are the buttons with labels other than line or Handsfree buttons. Memory buttons store telephone numbers or feature codes to give you one-touch dialling or feature activation. There are two types of memory buttons: single-memory and dual-memory. Single-memory buttons are the buttons with indicators other than line or Handsfree buttons. Dual memory buttons have two programmable functions. To use the top function, press the shift button, then press the dual-memory button. To use the bottom function, press the dual-memory button.

You can change the function of a memory button by programming it with a new number or feature. If you have programmed a memory button with an extension number, the indicator comes on when the number is busy.

Avaya IP Office supports duplicate programming. For example, you can program a single number or feature to multiple memory buttons. Press Feature * 0 to check the programming of a memory or line button.

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 OK to store the number to the telephone memory.
5. Label the memory button with a button label strip.

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 extension is entered, the number is automatically saved to the memory button.

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.

<table>
<thead>
<tr>
<th>Feature</th>
<th>IP Office Standard Version</th>
<th>IP Office Quick Version/Partner Version/Norstar Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Speed Dial</td>
<td>Feature 0, *00 to *99</td>
<td>Feature 0, 600 to 699</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 (Set/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 / Feature #74</td>
<td>6&lt;extension number (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>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>
</tbody>
</table>

### 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 Hotdesking Login password.
3. Press the memory button you want to save the feature to.
4. Press Feature and enter the feature code. The feature code is automatically stored to the memory button.
5. Label the memory 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 Deskig 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 OK 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.
2. Press the memory button you want to check.
3. Press Feature or Release when finished.

Making and answering calls
Use the following tasks to make and answer calls on your M7310 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. The line button indicator turns on.
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. The indicator button turns on.
3. Enter an external dialling access code.
4. When you hear the external dial tone, 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. The intercom button indicator turns on.
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 Mute to turn the microphone off. The indicator light next to the Mute button flashes when the microphone is muted.
2. Press Mute again to turn the microphone on.

Making a handsfree call
Your system administrator must program the handsfree feature on your telephone. The handsfree button is assigned to the bottom right memory/line button.

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

OR
To switch to handsfree 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.

Using a headset
You can make and answer calls using a headset instead of using the handset.

1. Press the Headset button on your telephone to activate headset mode. This can be done if you want to make a call, to answer an incoming call, or to switch to the headset during an active call.
2. Replace the handset on the cradle. Lift the handset off of the cradle to switch back.