M7324 Digital Deskphone layout

This section describes the location and function of the buttons and other features on the face of the M7324 Digital Deskphone.

M7324 layout

A Memory and line buttons
- Used to store frequently used telephone numbers to the phone memory.
- Can also be used to access programmed lines.

B 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 Dial pad
- Used to dial out and access features.

E Volume control
- Adjusts ringer and handset, handsfree, and headset volume.

F Feature button
- Starts or ends a feature.

G Hold button
- Places the active call on hold.

H Release button
- Ends an active call or feature.

I Indicators
- Appear next to active line and memory buttons.

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.

Telephone Setup

Use the following tasks to set up the M7324 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. 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 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 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, it is saved to the memory button 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.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<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 Transfer</td>
<td>Feature 69</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 Direct Call Pickup</td>
<td>Feature 75</td>
<td>66&lt;pickup group 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 Button Inspect</td>
<td>Feature 812</td>
<td>Feature 812</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>Ringing 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>
</tbody>
</table>
Making and answering calls

Use the following tasks to make and answer calls on your M7324 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.

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.

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.

**Placing a call on hold**

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

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.