This section describes the location and function of the buttons and other features on the face of the T7208 Digital Deskphone.

### T7208 layout

- **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 display
  - Shows time and date, call, and feature information. The display can be tilted up and down to personal preference.
- **C** Release button
  - Ends an active call or feature.
- **D** Dial pad
  - Used to dial out and access features.
- **E** Volume control
  - Adjusts ringer and handset volume.
- **F** Mute button
  - Turns the microphone off or on when you are on a call.
- **G** Headset button
  - Turns the headset mode on.
- **H** Feature button
  - Starts or ends a feature.
- **I** Hold button
  - Places the active call on hold.
- **J** Memory and line buttons
  - Used to store frequently used telephone numbers to the phone memory.
- **K** ▲ Indicators
  - Appear next to active line and memory buttons.
- **L** Feature card plate
  - Storage compartment for your feature card.
- **M** Number card
  - Write your extension number on this card.

### Telephone Setup

Use the following tasks to set up the T7208 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.

**Note:**

You can use the Desktop Assistant application to customize button label strips for your telephone. Go to support.avaya.com to download the Desktop Assistant application.
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 automatically 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 812, Feature 812, Feature 812</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>AutCD 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 (whomever parked the call)&gt;</td>
</tr>
<tr>
<td>Call Pickup Group</td>
<td>Feature 75</td>
<td>6&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>
</tbody>
</table>

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 is stored to the memory button.
5. 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. Press Feature * 3 to get the list of available features.
4. Press Feature * 77 or Feature * 78 to select 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 **.
4. Press #.
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.
2. Press the memory button you want to check.
3. Press Feature or Rls when finished.

**Labelling memory buttons**

You can label the memory buttons to show the current programming using the button label strips included with your telephone.

1. Remove the plastic lens and button label strip from the telephone.
2. Write the name of each memory button on the label strip.
3. Insert the button label strip back on the telephone.
4. Insert the plastic lens, matching the tabs on the lens with the notches on the telephone.

**Making and answering calls**

Use the following tasks to make and answer calls on your T7208 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.

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

**Displaying memory button programming**

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

When an incoming call appears on your telephone, lift the handset
OR
Press the button with the flashing incoming call indicator before you 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 call held indicator for the line will flash.
2. Press the line button with the flashing call held 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 flashed when the microphone is muted.
2. Press Mute again to turn the microphone on.

**Making a handsfree call**

You system administrator must program the handsfree feature on your telephone. The handsfree feature is assigned to the last memory 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.

Warning
Avaya does not support the connection of a headset to the T7208 telephone, unless Disable Speakerphone is unchecked within the system programming. If Disable Speakerphone is checked, certain call handling features may not work as intended.

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.

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