7316E Digital Deskphone layout

This section describes the location and function of the buttons and other features on the face of the 7316E Digital Deskphone.

7316E layout

<table>
<thead>
<tr>
<th>Letter</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Telephone light</td>
<td>Flashes for incoming calls. Lights up when Message Waiting Indication (MWI) is supported by system software. Contact your system administrator for more information.</td>
</tr>
<tr>
<td>B</td>
<td>Adjustable display</td>
<td>Shows the time and date, call and feature information.</td>
</tr>
<tr>
<td>C</td>
<td>Display buttons</td>
<td>The label for display buttons appear in capital letters on the bottom of the display. Display buttons change with each feature you use.</td>
</tr>
<tr>
<td>D</td>
<td>Release button</td>
<td>Ends an active call or feature.</td>
</tr>
<tr>
<td>E</td>
<td>Dial pad</td>
<td>Used to dial out and access features.</td>
</tr>
<tr>
<td>F</td>
<td>Volume control</td>
<td>Adjusts ringer and handset, handsfree, and headset volume.</td>
</tr>
<tr>
<td>G</td>
<td>Audio cluster buttons</td>
<td>Mute button — Turns the microphone off or on when you are on a call. Handsfree button — For more information on using the handsfree feature, refer to the “Handsfree calls” section in this card. Headset button — Turns the headset mode on.</td>
</tr>
<tr>
<td>H</td>
<td>Feature button</td>
<td>Starts or ends a feature.</td>
</tr>
<tr>
<td>I</td>
<td>Hold button</td>
<td>Places the active call on hold.</td>
</tr>
<tr>
<td>J</td>
<td>Memory buttons</td>
<td>Used to store frequently used telephone numbers to the phone memory.</td>
</tr>
<tr>
<td>K</td>
<td>Memory and line buttons</td>
<td>Used to store frequently used telephone numbers to the phone memory. Can also be used to access programmed lines.</td>
</tr>
<tr>
<td>L</td>
<td>Indicators</td>
<td>Appear next to active line and memory buttons.</td>
</tr>
<tr>
<td>M</td>
<td>Number card</td>
<td>Write your extension number on this card.</td>
</tr>
<tr>
<td>N</td>
<td>Feature card plate</td>
<td>Storage compartment for your feature card.</td>
</tr>
</tbody>
</table>

Telephone Setup

Use the following tasks to set up the 7316E 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 buttons 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 number or feature to multiple memory buttons.

A Memory buttons without indicators for autodial numbers and features.
B Memory, line, or intercom buttons with indicators. Depending on the system software and feature activation, they type of indicators shown for memory, line, or intercom buttons will vary. Examples:

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. If a valid number is entered, it is automatically stored.
4. 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. When a valid extension is dialed, it is automatically stored 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></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 (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</td>
<td>Feature 5</td>
<td>Feature 5</td>
</tr>
<tr>
<td>Redial</td>
<td></td>
<td></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>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>
<tr>
<td>Call Log Button</td>
<td>Feature 812</td>
<td>Feature 812</td>
</tr>
<tr>
<td>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>
</tbody>
</table>
1. Press Feature * 3.
2. If prompted for a security code, enter your Hot Desking 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 saved to the memory button.
5. Label the programmed 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 Replace 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.

**Reseting 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 ** or press the More soft key 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 * 3.
2. Press the memory button you want to check.
3. Press Feature or Release 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. Spare button label strips are provided with your telephone.

**Note:**

If you can use the Desktop Assistant application to customize button label strips for your telephone. Go to www.avaya.com to download the Desktop Assistant application to your personal computer.
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 7316E 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.

**Note:**

Contact your system administrator for a list of external dialing codes.
1. Lift the handset.
2. Press an intercom button. The indicator button turns on.
3. Enter an external dialing 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.

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.