

Applicable to Norstar Telephones M7100 & M7100N

[Key enquiry](#)

[Answering calls](#)

[Memory key](#)

[Adjusting display](#)

[Making calls](#)

[Program key](#)

[Ring type & volume](#)

[Make/Answer 2nd call](#)

[Handset/speaker volume](#)

[Hold](#)

Key Enquiry

Check what is programmed on your memory key.

1. Release all calls or open lines with dial tone.
2. Press Feature *0.
3. Press the key that you want to check and read display.
4. Press Feature when finished.

[User Guide Index](#) [Page Back](#) [Print](#)

Adjusting the display contrast

1. Press Feature 7*
2. Press 1 to 9 for the level you want (high number = high level).

[User Guide Index](#) [Page Back](#) [Print](#)

Selecting a ring type and volume level

1. Press Feature *6 and then press 1, 2, 3, or 4 on the keypad to hear the different ring types.
2. While the telephone is ringing, repeatedly press the appropriate end of the volume bar (located below the keypad) to adjust the volume.
3. Press Feature to store the ring.

[User Guide Index](#) [Page Back](#) [Print](#)

Adjusting the handset or telephone speaker volume

Press the appropriate end of the volume bar (located below the keypad) to adjust the volume when using the handset or speaker.

[User Guide Index](#) [Page Back](#) [Print](#)

Answering calls

Lift handset when telephone rings - you are connected to the call.

[User Guide Index](#) [Page Back](#) [Print](#)

Making calls

Depending on the dialling mode programmed on your telephone, you may be able to dial your call before lifting the handset.

External calls

1. Pick up the handset.
2. Dial 0 (or your systems exchange line access code).
3. Dial the external telephone number.

Internal calls

1. Pick up handset.
2. Dial extension number.

Notes:

1. Line access codes and extension numbers are supplied by the System Coordinator.
2. You will have difficulty selecting a line on your telephone if:
 - a) You do not have an exchange line or line pool as your prime line.
 - b) Your telephone is not assigned to use that exchange line or line pool.

[User Guide Index](#) [Page Back](#) [Print](#)

Making or answering a second call

The M7100 & M7100N telephones allow you to have two calls active at the same time.

You can switch between calls using Hold.

To answer a second call while on another call

Press Hold to put the first call in hold - the second call automatically comes on the line.

To hold a call and make a second call

Press Hold to put the first call in hold - dial the telephone number for the second call.

To return to the first call

Press Hold again to return to the first call on hold - the second call is automatically put on hold.

[User Guide Index](#) [Page Back](#) [Print](#)

HOLD

To hold a call

1. Press Hold.
2. Press Hold again to return to the call on hold.

Check the display for confirmation or additional information.

[User Guide Index](#) [Page Back](#) [Print](#)

Memory key

About the memory key

The memory key can store a telephone number or feature code to give you one-touch dialling or feature activation. You can change the function of the memory key by programming it with a new number or feature code.

[User Guide Index](#) [Page Back](#) [Print](#)

Programming the memory key

External autodial

1. If you are on a call or on an open line with dial tone press hold or press Rls.
2. Press Feature *1.
3. Dial the external number.
4. Press Hold to store the number.
5. Label the new key.

Internal autodial

1. If you are on a call or on an open line with dial tone press hold or press Rls.
2. Press Feature *2.
3. Dial the extension number.
4. Label the new key.

Features

1. If you are on a call or on an open line with dial tone press hold or press Rls.
2. Press Feature *3.
3. Press Feature and then dial the feature code.
4. Label the new key.

Erasing the memory key

1. If you are on a call or on an open line with dial tone press hold or press Rls.
2. Press Feature *1.
3. Press Hold to erase the key.

Note: Use [Key Enquiry](#) to check the programming of a key.

