

T 7100 Telephone User card

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Your T7100 telephone



- 1 Telephone light**
Flashes when a call rings at the telephone. Lights up when Message Waiting Indication (MWI) is supported by system software. Contact your System Administrator or Coordinator for more information.
- 2 Adjustable display**
Shows the time and date, call and feature information.
- 3  Release button**
Ends an active call.
- 4 Dial pad**
- 5  Volume control**
Adjusts the handset and ringer volume.
- 6  Feature Button**
Starts or ends a feature.

7  **Hold button**
Places calls on hold.

8 **Memory button**

9 **Number card**
Write your extension number on this card.

Telephone Setup

Display contrast level

Adjust the contrast of your display.

1. Press   .
2. Press  to  to select a contrast level. The higher the number the higher the contrast level.

Language choice

    

Select Primary Language for the telephone display.

    

Select Alternate Language for the telephone display.

    

Select Alternate Language 2 for the telephone display.

    

Select Alternate Language 3 for the telephone display.

Ring type

Select a different ring for your telephone.

1. Press   .
2. Press , , , , to hear the different ring types.
3. Press  to store the ring type.

Button inquiry

Check what is programmed on your memory button.

1. Press   .
2. Read the display.
3. Press  when finished.

Button label

Use the button label strip on the telephone to show what is programmed on your memory button. Spare button label strips are provided with your telephone.

Memory button Programming

Programming the memory button

The memory button stores an autodial number or feature code to give you one touch dialing or feature activation. You can program the memory button with a new number or feature.

External autodial

1. Dial the external telephone number.
2. Press  to store the number.
3. Label your new button.

Internal autodial

1. Press   .
2. Dial the extension number.
3. Label your new button.

Features

1. Press   .
2. Press  and enter the feature code.
3. Label your new button.

How to erase memory buttons

1. Press   .
2. Press  to erase the button.

How to label your memory button

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



Making and answering calls

Making external calls

1. Lift the handset.
2. Press  (your system's exchange line or line pool access code).
3. Dial the external telephone number.

Contact your System Administrator or Coordinator to confirm what exchange line or line pool access code to use on your telephone.

Making internal calls

1. Lift the handset.
2. Dial the extension number.

Contact your System Administrator or Coordinator for a list of extension numbers.

Answering calls

Lift the handset to answer a call when your telephone rings and the display light flashes.

How to hold calls

1. While on a call, press .
2. To retrieve the held call, press  again.
Check the display for confirmation or additional information.

Making or answering a second call

The T7100 telephone allows you to have two calls active at the same time. Use  to switch between calls.

To answer a second call while on another call

1. Press  to answer the second call. The first call is automatically put on hold.

To hold a call and make a second call

1. Press  to put the first call on hold.
2. Dial the telephone number of the second call.

To return to the first call

1. Press  again to return to the first call. The second call is automatically put on hold.