Button inquiry

Check what is programmed on your buttons.

1. Press [ ] [ ] [ ].
2. Press the button(s) that you want to check.
3. Read the display. Button assignment examples are shown below.

Line

xxx (LINEXXX)
DIDX DX

Intercom

xxxx (SETXXX)
HDXT VIDX

Internal autodial

ButtonLst 00000

External autodial

00000000000

Feature

(FEATURExxx)
DIDX DX

4. Press [ ] or [ ] when finished.

Button labels

Use the three button label strips on the telephone to show what is programmed on the buttons.

Spare button label strips are provided with your telephone.

How to label your buttons

1. Remove the plastic lens and button label strips from the telephone.
2. Write the name of each 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.

Tip

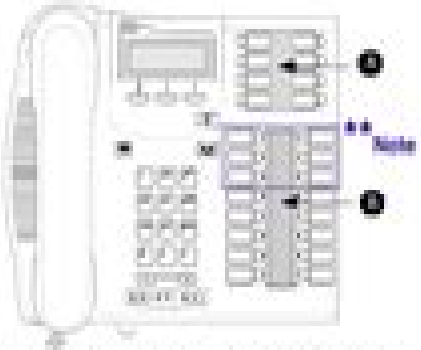
Use the Desktop Assistant application to customize button label strips for your telephone.

Go to www.nortelnetworks.com and download the Desktop Assistant application to your personal computer.

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.



A Memory buttons without indicators for autodial numbers and features.

B Memory, line or intercom buttons with indicators. Depending on system software and feature activation, the type of indicators shown for memory, line or intercom buttons will vary.

Examples:

** Note In older system software versions, these six buttons are assigned as memory buttons only. Indicators (▲) will appear for internal autodial numbers only.

Programming memory buttons

You can program a memory button with a new number or feature.

External autodial

1. Press [ ] [ ] [ ].
2. Press a memory button.
3. Dial the external number.
4. Press [#] to store the number.
5. Label your new button.

Internal autodial

1. Press [ ] [ ] [ ].
2. Press a memory button.
3. Dial the extension number.
4. Press [#] to store the number.
5. Label your new button.

Features

1. Press [ ] [ ] [ ].
2. Press a memory button.
3. Press [ ] and enter the feature code.
4. Press [#] to store the feature code.
5. Label your new button.

How to erase memory buttons

1. Press [ ] [ ] [ ].
2. Press a memory button.
3. Press [#] to erase the button.

Making and answering calls

Making calls

There are many ways to make a call, depending on your telephone programming and the type of call.

External calls using line buttons

1. Lift the handset.
2. Press a line button. The line button indicator (▲ or ▲) turns on.
3. Dial the external telephone number.

External calls using intercom buttons

1. Lift the handset.
2. Press an intercom button. The intercom button indicator (▲ or ▲) turns on.
3. Enter a line pool access code.
4. When you hear an external dial tone, dial the external telephone number.

Contact your system administrator for a list of line pool codes.

Internal calls using intercom buttons

1. Lift the handset.
2. Press an intercom button. The intercom button indicator (▲ or ▲) turns on.
3. Dial the extension number.

Contact your system administrator for a list of extension numbers.

Answering calls

When your telephone rings and the display light flashes or when an intercom or line button indicator (or ▲) flashes

- Lift the handset.
  OR
  Press the button with the flashing indicator (or ▲) before you lift the handset.

How to hold calls

- While on a call, press [ ]. The indicator (▲ or ▲) for the line on hold will flash.
- To retrieve a held call, press the line button with the flashing indicator (▲ or ▲).
- Calls are put on hold automatically when you switch from one line to another.

How to mute calls

- While on a call, press [ ] to turn the microphone off. The [ ] light flashes when the microphone is off.
- The microphone remains off for your current call and all other calls until you press [ ] again to turn the microphone on.

1. Use [ ] on handset, handsfree or headset calls.

More on making and answering calls

Handsfree calls

Your system administrator must enable the handsfree feature for your telephone in system programming.

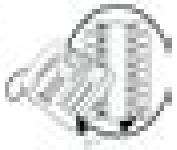
- Press the handsfree button on your telephone to make or answer a call.
- To switch to handsfree when you are on a call, press the handsfree button and replace the handset. Lift the handset to switch back.

Depending on the system software, the handsfree feature will be assigned to one of these buttons on your telephone.

[ ] button

OR

button 10



How to determine the handsfree button assignment on your telephone

- Press [ ].
- If you hear dial tone, [ ] is the assigned handsfree button on your telephone.
- If the display shows Needs Handsfree, your system administrator must enable the handsfree feature for your telephone in system programming.
- If you hear an error tone, the handsfree feature is assigned to button 10 on your telephone.

Headset calls

- Press [ ] to activate the headset mode. When the [ ] light is on, press a line or intercom button to make a call.
- Press [ ] to answer a call when the telephone rings or when an intercom or line button indicator (or ▲) flashes.
- To switch to your headset when you are on a call, press [ ] and replace the handset. Lift the handset to switch back.

Warning

Nortel Networks does not support the connection of a headset to the T7316E telephone, unless handsfree is enabled within the system programming. If handsfree is not enabled, certain call handling features may not work as intended.

Other documents

Read the *Telephone Feature Card* for more information on using telephone features.

Manual For Avaya T7316e

Camilla Rothe

Manual For Avaya T7316e:

The EBay Price Guide Julia L. Wilkinson,2006 Provides lists of selling prices of items found on eBay in such categories as antiques boats books cameras coins collectibles dolls DVDs real estate stamps tickets and video games

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Table of Contents Manual For Avaya T7316e

1. Understanding the eBook Manual For Avaya T7316e
    - The Rise of Digital Reading Manual For Avaya T7316e
    - Advantages of eBooks Over Traditional Books
2. Identifying Manual For Avaya T7316e
    - Exploring Different Genres
    - Considering Fiction vs. Non-Fiction
    - Determining Your Reading Goals
3. Choosing the Right eBook Platform
    - Popular eBook Platforms
    - Features to Look for in an Manual For Avaya T7316e
    - User-Friendly Interface
4. Exploring eBook Recommendations from Manual For Avaya T7316e
    - Personalized Recommendations
    - Manual For Avaya T7316e User Reviews and Ratings
    - Manual For Avaya T7316e and Bestseller Lists
5. Accessing Manual For Avaya T7316e Free and Paid eBooks
    - Manual For Avaya T7316e Public Domain eBooks
    - Manual For Avaya T7316e eBook Subscription Services
    - Manual For Avaya T7316e Budget-Friendly Options
6. Navigating Manual For Avaya T7316e eBook Formats

- ePub, PDF, MOBI, and More
- Manual For Avaya T7316e Compatibility with Devices
- Manual For Avaya T7316e Enhanced eBook Features

7. Enhancing Your Reading Experience
   - Adjustable Fonts and Text Sizes of Manual For Avaya T7316e
   - Highlighting and Note-Taking Manual For Avaya T7316e
   - Interactive Elements Manual For Avaya T7316e
8. Staying Engaged with Manual For Avaya T7316e
   - Joining Online Reading Communities
   - Participating in Virtual Book Clubs
   - Following Authors and Publishers Manual For Avaya T7316e
9. Balancing eBooks and Physical Books Manual For Avaya T7316e
   - Benefits of a Digital Library
   - Creating a Diverse Reading Collection Manual For Avaya T7316e
10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
11. Cultivating a Reading Routine Manual For Avaya T7316e
    - Setting Reading Goals Manual For Avaya T7316e
    - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Manual For Avaya T7316e
    - Fact-Checking eBook Content of Manual For Avaya T7316e
    - Distinguishing Credible Sources
13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development
    - Exploring Educational eBooks
14. Embracing eBook Trends
    - Integration of Multimedia Elements
    - Interactive and Gamified eBooks

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