

Button inquiry

Check what is programmed on your buttons.

- Press **[X][Y][Z]**.
- Press the button(s) that you want to check.
- Read the display. Button assignment examples are shown below.

Line	Intercom
0001 (EXTEND) [X][Y] [Z]	0001 (EXTEND) [X][Y] [Z]
Internal autodial	External autodial
0000000000	0000000000
Feature	
0000000000 [X][Y] [Z]	

- Press **[X]** or **[Y]** when finished.

Button labels

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

Three button label strips are provided with your telephone.

How to label your buttons

- Remove the plastic lens and button label strips from the telephone.
- Write the name of each button on the button label strip.
- Insert the button label strip back on the telephone.
- Insert plastic lens, matching the tab on the lens with the notches on the telephone.



Tip

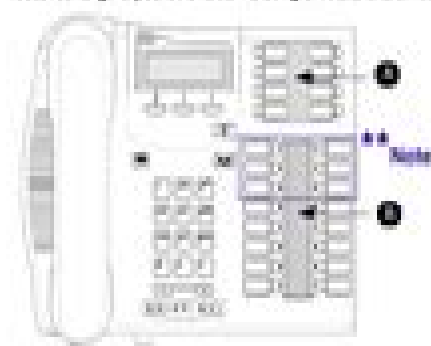
Use the Desktop Assistant application to customize button label strips for your telephone.

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 handfree buttons.

Memory buttons store internal and external numbers or features to give you one touch dialing or feature activation.



- Memory buttons without indicators for autodial numbers and features.
- 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	Internal autodial
1. Press [X][Y][Z] .	1. Press [X][Y][Z] .
2. Press a memory button.	2. Press a memory button.
3. Dial the external number.	3. Dial the extension number.
4. Press [X] to store the number.	4. Press [X] to store the number.
5. Label your new button.	5. Label your new button.

Features

- Press **[X][Y][Z]**.
- Press a memory button.
- Press **[X]** and enter the feature code.
- Press **[X]** to store the feature code.
- Label your new button.

How to erase memory buttons

- Press **[X][Y][Z]**.
- Press a memory button.
- Press **[X]** 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

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

External calls using intercom buttons

- Lift the handset.
- Press an intercom button. The intercom button indicator (▲ or ▲) turns on.
- Enter a line pool access code.
- 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

- Lift the handset.
- Press an intercom button. The intercom button indicator (▲ or ▲) turns on.
- 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 **[X]**. 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 **[X]** to turn the microphone off. The **[X]** light flashes when the microphone is off.
- The microphone remains off for your current call and all other calls until you press **[X]** again to turn the microphone on.
- Like **[X]** on handset, handfree or headset calls.

More on making and answering calls

Handfree calls

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

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

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



How to determine the handfree button assignment on your telephone

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

Headset calls

- Press **[X]** to activate the headset mode. When the **[X]** light is on, press a line or intercom button to make a call.
- Press **[X]** 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 **[X]** 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 handfree is enabled within the system programming. If handfree 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

K Morrison



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