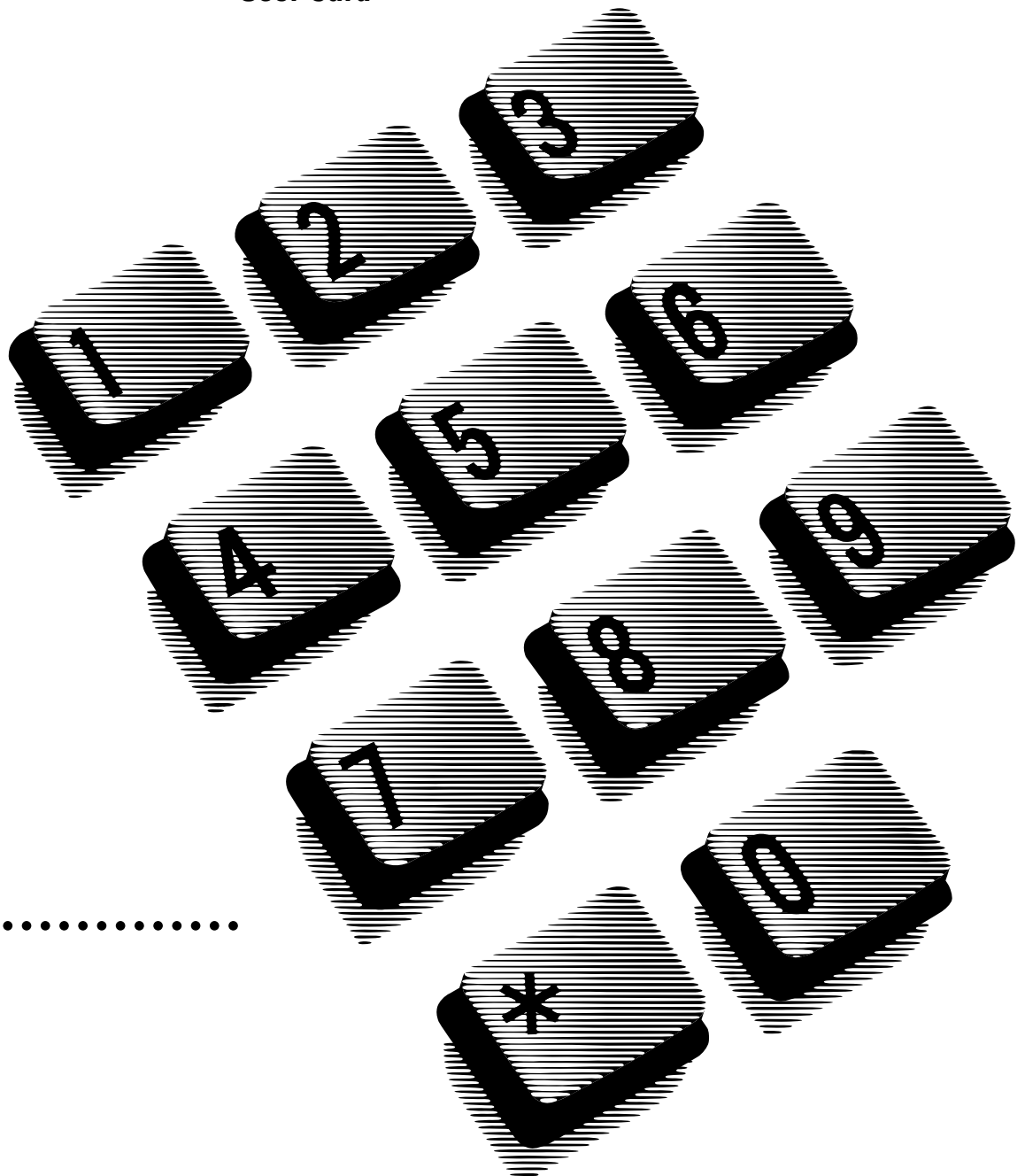


**NORTEL NORSTAR**

M7100  
Telephone  
User Card



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## Making calls

### Internal calls

1. Pick up the receiver.
  2. Dial the internal number.
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### External calls

1. Pick up the receiver.
  2. Dial  (or your system's external line access code).
  3. Dial the external telephone number.
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**Note:** Internal numbers and the external access code are supplied by your System Coordinator.

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### Making and answering a second call

The M7100 telephone allows you to have two calls active at the same time. By using  you can switch between calls.

#### ***To answer a second call while on another call***

1. Press  to put the first call on hold.  
The second call automatically comes onto the line.

#### ***To hold a call and make a second call***

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

#### ***To return to the first call***

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

#### ***To hold a call***

1. Press .
2. Press  again to return to the call on hold.  
Check the display for confirmation or additional information.

## Programming the memory button

### About the memory button



The memory button can store a telephone number or feature code to give you one touch dialing or feature activation. You can change the memory button by programming it with a new number or feature code.

Memory button

**Remember:** Press  \*  to check the memory button.

### Programming memory buttons

#### **External autodial**

1. If you are on a call or an open line with dial tone, press  or .
2. Press  \* .
3. Dial the external number.
4. Press  to store the number.
5. Label your new button.

#### **Internal autodial**

1. If you are on a call or an open line with dial tone, press  or .
2. Press  \* .
3. Dial the internal number.
4. Label your new button.

#### **Features**

1. If you are on a call or an open line with dial tone, press  or .
2. Press  \* .
3. Press  and the feature code.
4. Label your new button.

#### **Erasing memory buttons**

1. If you are on a call or an open line with dial tone, press  or .
2. Press  \* .
3. Press  to erase the button.