NORTEL NETWORKS

Business Communications Manager M7324 User Card

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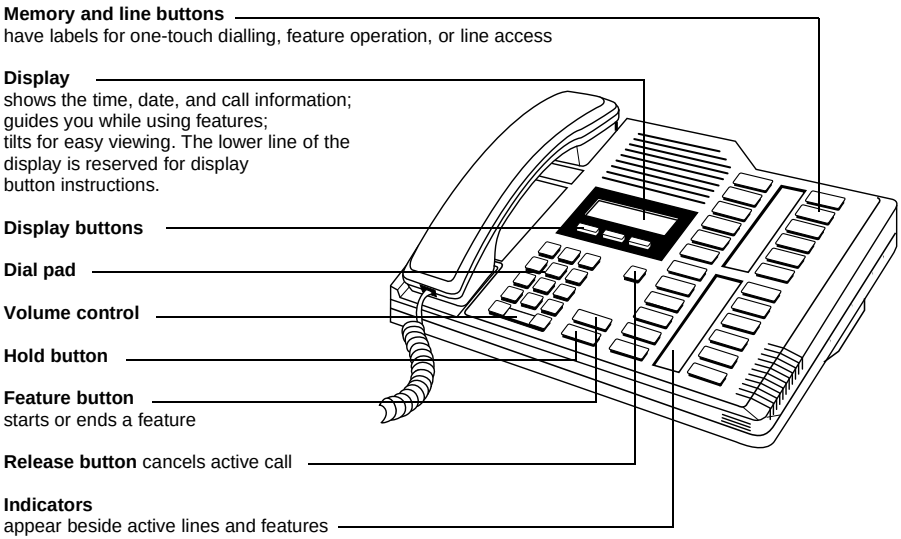
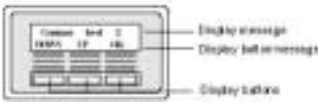
Your Business Communications Manager M7324 Telephone



Using display buttons	Three display buttons appear directly below the display. When they are active, these buttons are labelled in capital letters on the bottom line of the display. In Business Communications Manager documents, display buttons are shown as underlined, capital letters: for example, OK. 
Using Button Inquiry	Check what is programmed on your memory buttons. 1. Release all calls or lines with dial tone. 2. Press Feature * 0 . 3. Press the button(s) that you want to check and read the display. 4. Press Feature when finished.
Adjusting display contrast	1. Press Feature * 7 . 2. Press UP or DOWN for the level you want. 3. Press OK when finished.
Selecting a ring type and volume level	1. Press Feature * 6 . 2. Press 1 , 2 , 3 , 4 , or NEXT to hear the different ring types. 3. While the telephone is ringing, press to adjust the volume level. 4. Press OK to store the volume level and ring.
Mounting the telephone	The M7324 telephone can be placed on any level surface. It cannot be wall-mounted.

Making and answering calls

Answering calls

Answering calls using the handset

When your telephone rings, or ▶ flashes beside an Intercom or line button:

1. Lift the handset.
   OR
   Press the button beside the flashing ▶ before lifting the handset.

Answering calls using Handsfree

When your telephone rings, or ▶ flashes beside an Intercom or line button:

1. Press [Handsfree Mute].

Making calls

Depending upon the dialing mode programmed on your telephone, you may have to lift the handset before making a call.

[Line]

External calls using numbered line buttons

1. If you do not have an external Prime line, press a line button.
2. Dial your call.

[Intercom]

External calls using Intercom buttons

1. Lift the handset.
2. If ▶ appears beside an Intercom button, enter a line pool access code.
   OR
   Press an Intercom button without ▶, then enter a line pool access code.
3. When you hear external dial tone, dial your call.

Internal calls using Intercom buttons

1. If you do not have an internal Prime line, press [Intercom].
2. Dial your call.

Note: Line pool access codes and extension numbers are supplied by your System Administrator.

Making calls using Handsfree

1. Press [Handsfree Mute] instead of lifting the handset.

[Hold]

Holding Calls

1. Press [Hold]. The ▶ flashes beside the line on hold.
2. Press the line button with the flashing ▶ to return to the call.

Automatic hold

Calls are put on hold automatically when you switch from one line to another.

Exclusive hold

Use Exclusive Hold ([Feature] [Hold]) to keep a call on hold so that it can be retrieved only at your telephone.

[Handsfree Mute]

This button operates your telephone's built-in microphone and speaker.Your System Administrator can program Handsfree for your telephone.

Switching between Handsfree and handset

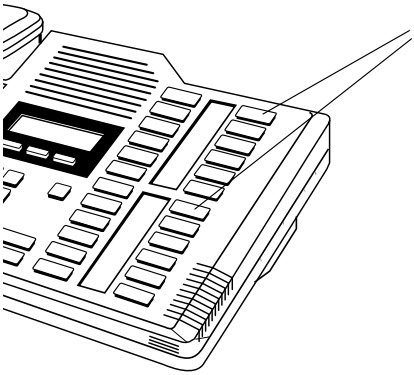
1. Press [Handsfree Mute] and replace the handset to switch to Handsfree.
2. Pick up the handset to switch back.

Using Mute

1. Press [Handsfree Mute] to turn the microphone OFF.
2. Press [Handsfree Mute] again to turn the microphone ON.

Programming memory buttons

About memory buttons



Memory buttons are the buttons with labels other than line or Handsfree buttons. Memory buttons store telephone numbers or feature codes to give you one-touch dialling or feature activation. You can change the function of a memory button by programming it with a new number or feature.

If you have programmed a memory button with an extension number, the indicator comes on when the number is busy.

Remember: Press Feature * 0 to check a memory or line button.

Programming memory buttons

External Autodial

1. If you are on a call or a line with dial tone, press Hold or Rls.
2. Press Feature * 1.
3. Press a memory button.
4. Dial the external number.
5. Press OK to store the number.
6. Label your new button.

Internal Autodial

1. If you are on a call or a line with dial tone, press Hold or Rls.
2. Press Feature * 2.
3. Press a memory button.
4. Dial the extension number.
5. Label your new button.

Features

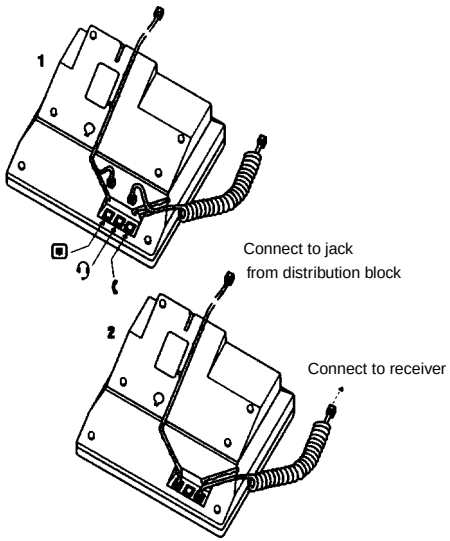
1. If you are on a call or a line with dial tone, press Hold or Rls.
2. Press Feature * 3.
3. Press a memory button.
4. Press Feature and the feature code.
5. Label your new button.

Erasing memory buttons

1. If you are on a call or a line with dial tone, press Hold or Rls.
2. Press Feature * 1.
3. Press the memory button you want to erase.
4. Press OK to erase the button.

Setting up the telephone

Connecting the cords



ATTENTION Before attempting to carry out **any** work on the telephone, ensure that the line cord is unplugged from the wall socket.

To remove any of the cords, squeeze the release latch on the plug and gently pull the plug from the socket.

Connect the handset cord to the jack labelled with the telephone icon and route the cord as shown.

If you are using a headset, route the cord along the channel in the base and connect the cord to the telephone jack that is marked with the headset icon.

Route the line cord through the stand and connect the cord to the telephone jack that is marked with the jack icon.

Attach the stand using either pair of slots; to raise the back of the telephone to its highest position, use these slots.

Once the above work is complete, plug the line cord back into its wall socket.

Notice	These telephones now conform to the latest standards in relation to the positioning of Q and Z on the number keys. The Q appears on key number 7 and the Z appears on key number 9.