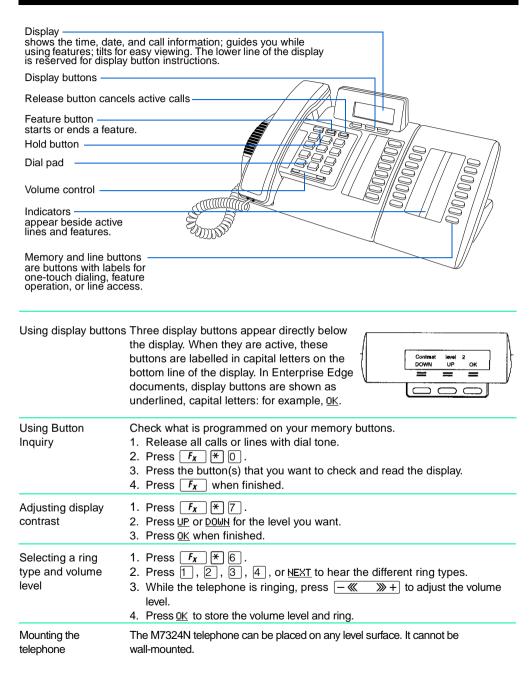


Enterprise Edge M7324N User Card

## Your Enterprise Edge M7324N Telephone



# Making and answering calls

<u> </u>				
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 .			
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	<ol> <li>External calls using Intercom buttons</li> <li>Lift the handset.</li> <li>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.</li> <li>When you hear external dial tone, dial your call.         Internal calls using Intercom buttons</li> <li>If you do not have an internal Prime line, press Intercom.</li> <li>Dial your call.</li> </ol>			
	Note: Line pool access codes and extension numbers are supplied by your System Administrator.  Making calls using Handsfree			
	Press Handsfree instead of lifting the handset.			
	Holding Calls  1. Press ■ . 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 ( $F_x$ $\longrightarrow$ ) 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

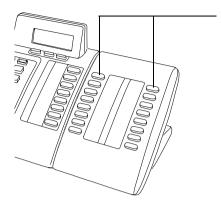
- 1. Press Handsfree and replace the handset to switch to Handsfree.
- 2. Pick up the handset to switch back.

Using Mute

- 1. Press Handsfree to turn the microphone OFF.
- 2. Press Handsfree 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 busv.

Remember: Press  $f_X$   $\times$  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 or r



- 2. Press  $F_X$  \* 1.
- 3. Press a memory button.
- 4. Dial the external number. Press 0K to store the number.
- Label your new button.
- Internal Autodial
- 2. Press  $F_X$  \* 2.
- Press a memory button.
- Dial the extension number.
- 5. Label your new button.

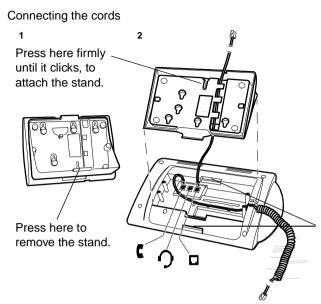
#### Features

- 1. If you are on a call or a line with dial tone, press or **?** or **?**.
- 2. Press **F**<sub>X</sub> **★** 3.
- 3. Press a memory button.
- 4. Press  $f_x$  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 or .
- 2. Press  $F_X$  \* 1.
- 3. Press the memory button you want to erase.
- 4. Press 0K to erase the button.

## Setting up the telephone



**ATTENTION** Before attempting to carry out <u>any</u> 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 buttons. The Q appears on button number 7 and the Z appears on button number 9.