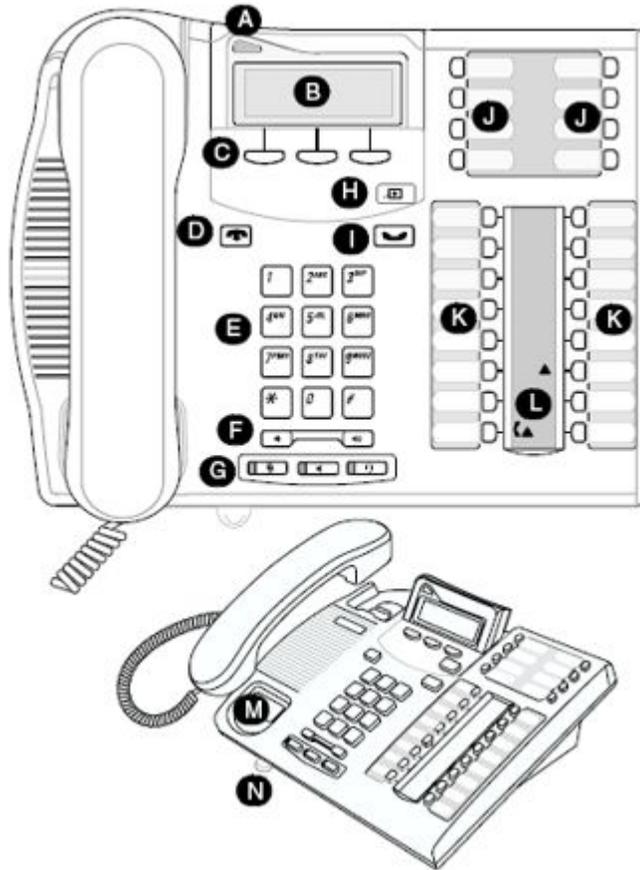## 7316E Digital Deskphone layout

This section describes the location and function of the buttons and other features on the face of the 7316E Digital Deskphone.

7316E layout

A	Telephone light	Flashes for incoming calls. Lights up when Message Waiting Indication (MWI) is supported by system software. Contact your system administrator for more information.
B	Adjustable display	Shows the time and date, call and feature information.
C	Display buttons	The label for display buttons appear in capital letters on the bottom of the display. Display buttons change with each feature you use.

D	Release button	Ends an active call or feature.
E	Dial pad	Used to dial out and access features.
F	Volume control	Adjusts ringer and handset, handsfree, and headset volume.
G	Audio cluster buttons	Mute button — Turns the microphone off or on when you are on a call.
		Handsfree button — For more information on using the handsfree feature, refer to the "Handsfree calls" section in this card.
		Headset button — Turns the headset mode on.
H	Feature button	Starts or ends a feature.
I	Hold button	Places the active call on hold.
J	Memory buttons	Used to store frequently used telephone numbers to the phone memory.
K	Memory and line buttons	Used to store frequently used telephone numbers to the phone memory. Can also be used to access programmed lines.
L	Indicators	Appear next to active line and memory buttons.
M	Number card	Write your extension number on this card.
N	Feature card plate	Storage compartment for your feature card.

Telephone Setup

Use the following tasks to set up the 7316E Digital Deskphone.

Adjusting the contrast level
Use the following task to adjust the contrast level of the LCD display.

1. Press **Feature * 7**.
2. Press **UP** or **DOWN** to view the contrast levels.
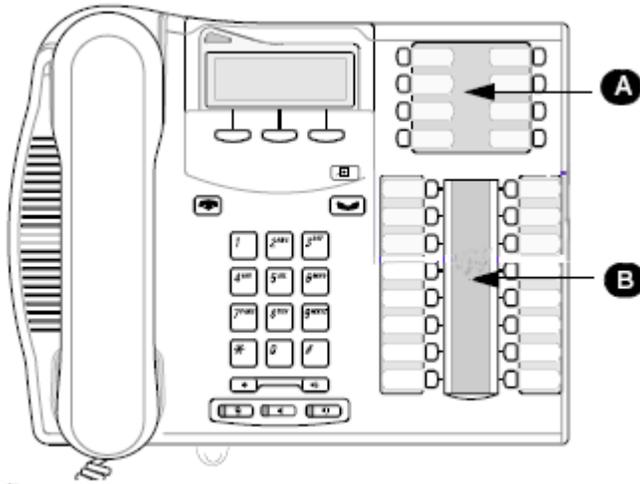3. Press **OK** to select a level.

Changing the ring type
Use the following task to change the ring type on the telephone.

1. Press **Feature * 6**.
2. Press **1** through **4** or **NEXT** to select the ring type. A preview tone is played.
3. Press **OK** to store the ring type.

Programming 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. Avaya IP Office supports duplicate programming; for

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example, you can program a single number or feature to multiple memory buttons.

A	Memory buttons without indicators for autodial numbers and features.
B	Memory, line, or intercom buttons with indicators. Depending on the system software and feature activation, they type of indicators shown for memory, line, or intercom buttons will vary. Examples: ▲ ▲ ⊤ (▲ ᘐ

Programming an external autodial number
You can program a memory button with a new number or feature.

1. Press **Feature * 1**.
2. Press the memory button you want to save the number to.
3. Dial the external number you want to save to the memory button. If a valid number is entered, it is automatically stored.
4.
5. Label the memory button with a button label strip.

Programming an internal autodial number
You can program an internal autodial number to a memory button.

1. Press **Feature * 2**.
2. Press the memory button you want to store the number to.
3. Dial the extension you want to save to the memory button. When a valid extension is dialed, it is automatically stored to the memory button.
4. Label the memory button with a button label strip.

Programming a feature code — method 1
You can program a feature code to a memory button.

Feature	IP Office Standard Version	IP Office Quick Version/ PARTNER Version/Norstar Version
Personal Speed Dial	Feature 0, *00 to *99	#80 to #99 (also Feature *4, 80 to 99).
System Speed Dial	Feature 0, 001 to 999	Feature 0, 600 to 699
Ring Again (Set/Clear)	Feature 2 / Feature #2	AutCB works on phones with soft keys.
Conference	Feature 3	Feature 3
Forward All On/Off	Feature 4 / Feature #4	Feature 4 / Feature #4
Last Number Redial	Feature 5	Feature 5
Page	Feature 60	Prefix * to the extension/ group number.
Retrieve Messages	Feature 65 or Feature 981	777 (own mailbox) or 778 (mailbox select)
Dial Voice Call	Feature 66	Prefix * to the extension/ group number.
Priority Call	Feature 69	Not supported
Transfer	Feature 70	Feature 70
Call Park	Feature 74	Transfer call to own extension number.
Call Unpark	Feature #74 <park slot ID>	6<extension number (whoever parked the call)>
Call Pickup Group	Feature 75	66<pickup group number>
Direct Call Pickup	Feature 76	6<extension number>
Do Not Disturb On/ Off	Feature 85 / Feature #85	Feature 85 / Feature #85
Group Listen On/Off	Feature 802 / Feature #802	Not supported
Call Log	Feature 812	Feature 812
Button Inspect	Feature *0	Use button programming.
Speed Dial Button	Feature *1	Use button programming: Auto Dial — Other
Internal Auto Dial	Feature *2	Use button programming: Auto Dial — Intercom
Button Programming	Feature *3	Feature *3

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Feature	IP Office Standard Version	IP Office Quick Version/ PARTNER Version/Norstar Version
Store a Personal Speed Dial	Feature *4	Feature *3, Feature *480 to *499.
Ringer Sound	Feature *6	System Admin function only
Contrast	Feature *7	Feature *7
Ring Volume	Feature *80	Feature *80
Enbloc Dialing On/ Off	Feature *82	Not supported Hot dial only.

1. Press **Feature * 3**.
2. If prompted for a security code, enter your Hot Desking Login password.
3. Press the memory button you want to save the feature to.
4. Press **Feature** and enter the feature code. The feature code is automatically saved to the memory button.
5. Label the programmed button with a button label strip.

Programming a feature code — method 2
You can program a feature code to a memory button.

1. Press **Feature * 3**.
2. If prompted for a security code, enter your Hot Desking Login password.
3. Scroll (using the "**>>>**" softkey or Volume Up/Down) through the features list to find the feature you want to save to a button
4. Press **Selct** or **HOLD** at the feature you want to program.
5. Press the memory button you want to save the feature to.
6. If prompted with the existing programming on this button, press **Repla** or **HOLD** to program the button. Press **Back** or dial-pad '**0**' to cancel without saving the programming, and return to the selected feature.
7. Repeat steps 3 through 6 for each additional button you want to program. Press **Rls** when finished.
8. Label the programmed button with a button label strip.

Resetting memory buttons to default feature code programming
You can return all programmed feature buttons on your phone to the default feature programming for your phone model.

1. Press **Feature * 3**.
2. If prompted for a security code, enter your Hot Desking Login password.
3. Press ****** or press the **More** soft key twice.
4. Press **Prog** or **Hold** to return all feature buttons to the system defaults.
5. Label the programmed button with a button label strip.

Erasing a memory button
You can delete the current memory button programming to reprogram it with a different number or feature.

1. Press **Feature * 1**.
2. Press the memory button you want to erase.
3. Press **OK** to delete the current memory button programming from the telephone memory.

Displaying memory button programming
Use the following task to display the telephone number or feature currently programmed to the memory button.

1. Press **Feature * 3**.
2. Press the memory button you want to check.
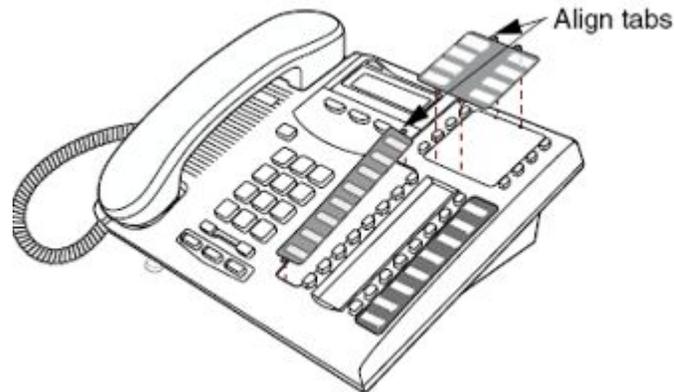3. Press **Feature** or **Release** when finished.

Labelling memory buttons
You can label the memory buttons to show the current programming using the button label strips included with your telephone. Spare button label strips are provided with your telephone.

Note:
You can use the Desktop Assistant application to customize button label strips for your telephone. Go to www.avaya.com to download the Desktop Assistant application to your personal computer.

1. Remove the plastic lens and button label strip from the telephone.
2. Write the name of each memory button on the label strip.
3. Insert the button label strip back on the telephone.
4. Insert the plastic lens, matching the tabs on the lens with the notches on the telephone.

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Making and answering calls

Use the following tasks to make and answer calls on your 7316E Digital Deskphone.

Making external calls using line buttons
Use the following task to make a call to an external telephone number using a line button.

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

Making external calls using intercom buttons
Use the following task to make a call to an external telephone number using an intercom button.

Note:
Contact your system administrator for a list of external dialling codes.

1. Lift the handset
2. Press an intercom button. The indicator button turns on.
3. Enter an external dialling code.
4. When you hear the external dial tone, dial the external telephone number.

Making Internal calls using intercom buttons

Use the following task to make a call to an internal extension using an intercom button.

Note:
Contact your system administrator for a list of extension numbers.

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

Answering calls

An incoming call is available to be answered when your telephone rings and the display light flashes, or when an intercom or line button indicator flashes.

> When an incoming call appears on your telephone, lift the handset
> OR
>
> Press the button with the flashing indicator before you lift the handset.

Placing a call on hold

Use the following task to place an active call on hold.

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

1. While on a call, press **Hold** . The indicator for the line will flash.
2. Press the line button with the flashing indicator to retrieve the call.

Muting a call

You can mute your voice on an active call. This task applies to handset, handsfree, and headset calls.

1. While on a call, press **Mute** to turn the microphone off. The indicator light next to the Mute button flashes when the microphone is muted.
2. Press **Mute** again to turn the microphone on.

Making a handsfree call

Your system administrator must program the handsfree feature on your telephone.

> Press the handsfree button on your telephone to make or answer a call.
> OR
>
> To switch to handsfree when you are on a call, press the handsfree button and place the handset on the cradle. Lift the handset off the cradle to turn off handsfree mode.

Using a headset

You can make and answer calls using a headset instead of using the handset.

1. Press the **Headset** button on your telephone to activate headset mode. This can be done if you want to make a call, to answer an incoming call, or to switch to the headset during an active call.

2. Replace the handset on the cradle. Lift the handset off of the cradle to switch back.

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