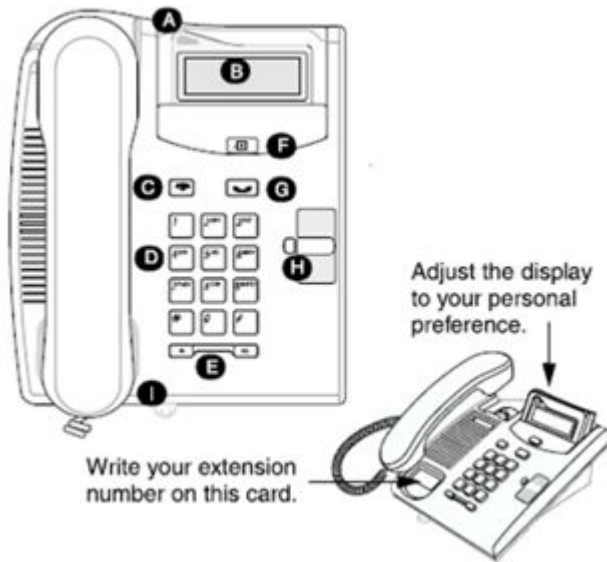## T7100 Digital Deskphone layout

This section describes the location and function of the buttons and other features on the face of the T7100 Digital Deskphone.

T7100 layout

Adjust the display to your personal preference.

Write your extension number on this card.

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 time and date, call, and feature information.
C	Release button	Ends an active call or feature.
D	Dial pad	Used to dial out and access features.
E	Volume control	Adjusts ringer and handset volume.
F	Feature button	Starts or ends a feature.
G	Hold button	Places an active call on hold.
H	Memory button	Used to store frequently used telephone numbers to the phone memory.
I	Feature card plate	Storage compartment for your feature card.

Telephone Setup

Use the following tasks to set up the T7100 Digital Deskphone.

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

1. Press **Feature * 7**.
2. Use the number keys to select the contrast level. The higher the number, the higher the contrast 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** to select the ring type. A preview tone is played.
3. Press **Feature** to store the ring type.

Programming the memory button

The memory button stores an autodial number or feature code to give you one touch dialing or feature activation. You can program the memory button with a new number or feature. After you have programmed the memory button, you can use one of the included memory button label strips to label the memory button.

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

Programming an external autodial number
You can program an external autodial number to the memory button.

1. Press **Feature * 1**.
2. Dial the external number you want to save to the memory button.
3. Press **Hold** to store the number to the telephone memory.
4. Label the memory button with a button label strip.

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

1. Press **Feature * 2**.
2. Dial the extension you want to save to the memory button. If a valid extension is entered, it is saved to the memory button automatically.
3. Label the memory button with a button label strip.

Programming a feature code — method 1
You can program a feature code to the 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

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Feature	IP Office Standard Version	IP Office Quick Version/ PARTNER Version/Norstar Version
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
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 Hotdesking Login password.

3. Press **Feature** and enter the feature code. The feature code is automatically saved to the memory button.
4. Label the memory 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 ******.
4. Press **#** .
5. Label the programmed button with a button label strip.

Erasing the 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 **Hold** 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 * 0**. Your extension number is briefly displayed, followed by the current memory button programming.
2. Press **Feature** again to clear the LCD screen.

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

1. Remove the plastic lens and button label strip from the telephone.
2. Write the name of the memory button on the label strip.
3. Insert the button label strip back on the telephone.

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4. Insert the plastic lens, matching the tabs on the lens with the notches on the telephone.

Align tabs

Making and answering calls

Use the following tasks to make and answer calls on your T7100 Digital Deskphone.

Making external calls
Use the following task to make a call to an external telephone number.

Note:
Contact your system administrator to confirm what external dial code to use on your telephone.

1. Lift the handset
2. Enter the external dial code to access an external line.
3. Dial the external telephone number.

Making Internal calls
Use the following task to make a call to an internal extension.

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

1. Lift the handset
2. Dial the extension number.

Answering calls
Lift the handset to answer a call when your telephone rings and the display light flashes.

Making additional calls
The T7100 telephone allows you to have multiple calls active at the same time. Use **Hold** to switch between calls.

1. Press **Hold** to put the first call on hold.
2. Dial the telephone number of the second call.
3. Press **Hold** again to return to the first call. The second call is automatically put on hold. The **HOLD** button cycles through the intercom appearances and active calls on the phone. When pressed while on a call, the HOLD button attempts to find an available intercom appearance to present you a dial tone. For example, on a T7100 phone with 3 programmed intercom appearances with 2 of them currently on a call, the transitions using HOLD would be:
Appearance 1 (call 1) **-> HOLD ->** Appearance 3 (dial tone) **-> HOLD ->** Appearance 2 (call 2) **-> HOLD ->** Appearance 3 (dial tone) **-> HOLD ->** Appearance 1 (call 1)

Answering a second call
You can answer a second incoming call when you have another active call on your line.

1. Press **Hold** to answer the incoming call. Your primary call is automatically put on hold.
2. Press **Hold** again to return to the first call. The second call is automatically put on hold.

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