



**Business Communications Manager  
M7324N  
User Card**



# Your Business Communications Manager M7324N Telephone

**Display** — shows the time, date, and call information; guides you while using features; tilts for easy viewing. The lower line of the display is reserved for display button instructions.

**Display buttons** —

**Release button** cancels active calls —

**Feature button** — starts or ends a feature.

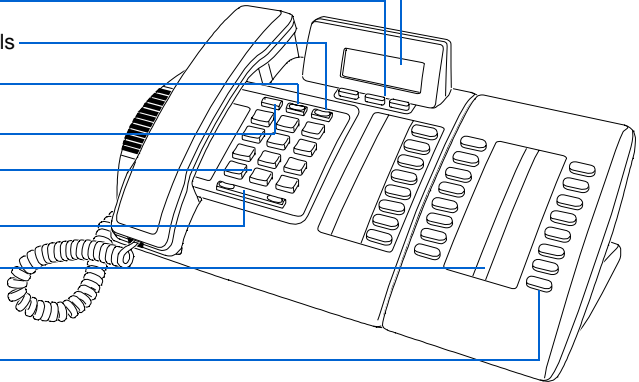
**Hold button** —

**Dial pad** —

**Volume control** —

**Indicators** — appear beside active lines and features.

**Memory and line buttons** — are buttons with labels for one-touch dialing, feature operation, or line access.



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## 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.



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## Using Button Inquiry

Check what is programmed on your memory buttons.

1. Release all calls or lines with dial tone.
2. Press Fx \* 0 .
3. Press the button(s) that you want to check and read the display.
4. Press Fx when finished.

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## Adjusting display contrast

1. Press Fx \* 7 .
2. Press UP or DOWN for the level you want.
3. Press OK when finished.

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## Selecting a ring type and volume level

1. Press Fx \* 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.

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## Mounting the telephone

The M7324N 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 .

## 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

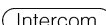
1. If you do not have an external Prime line, press a line button.
2. Dial your call.

 Intercom

External calls using Intercom buttons

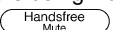
1. Lift the handset.
2. If ► appears beside an Intercom button, enter a line pool access code.  
OR  
Press an Intercom button without ►, then enter a line pool access code.
3. When you hear external dial tone, dial your call.

Internal calls using Intercom buttons

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


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

Making calls using Handsfree

1. Press  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.

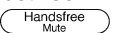
Exclusive hold

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


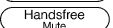
 Handsfree  
Mute

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

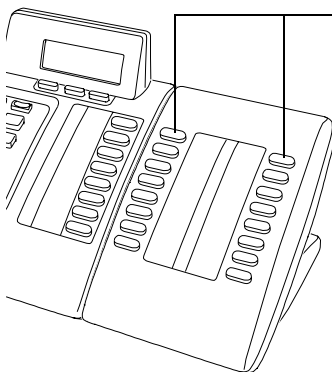
1. Press  and replace the handset to switch to Handsfree.
2. Pick up the handset to switch back.

Using Mute

1. Press  to turn the microphone OFF.
2. Press  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.



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Remember: Press **F<sub>x</sub>** \* 0 to check a memory or line button.



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## Programming memory buttons



### External Autodial

1. If you are on a call or a line with dial tone, press  or .
2. Press **F<sub>x</sub>** \* 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  or .
2. Press **F<sub>x</sub>** \* 2.
3. Press a memory button.
4. Dial the extension number.
5. Label your new button.

### Features

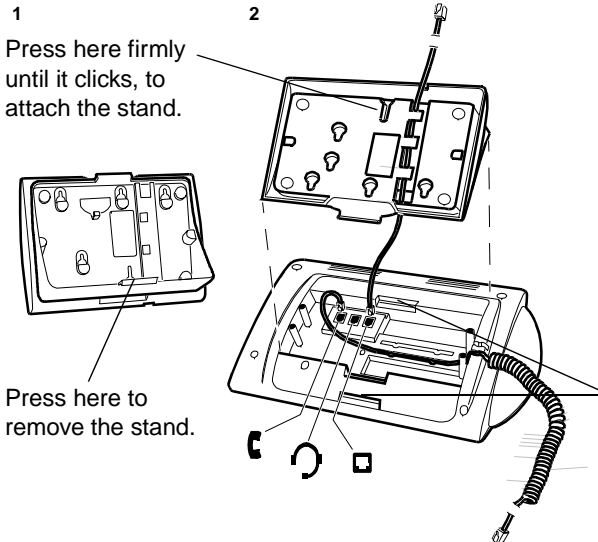
1. If you are on a call or a line with dial tone, press  or .
2. Press **F<sub>x</sub>** \* 3.
3. Press a memory button.
4. Press **F<sub>x</sub>** and the feature code.
5. Label your new button.

### Erasing memory buttons

1. If you are on a call or a line with dial tone, press  or .
2. Press **F<sub>x</sub>** \* 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.