Voicemail - FEATURE 981
To initialize and open your mailbox for the first time:
1. Press 0000 (default password) and press OK or #.
2. Choose a password from four to eight digits long that does not start with zero. Enter your new mailbox password and press OK or #.
3. Enter your new mailbox password again and press OK or #.
4. At the tone, record your name in the Company Directory.
5. Press # to end the recording. Press # to accept the recording.
6. Press release button to end the session. Now you are ready to record your personal mailbox greetings and to use the CallPilot voicemail features.

Play Messages - FEATURE 981
Follow prompts on your display to open your mailbox.

Send Message to Another Voice Mailbox
Listen to your message.
Press 5 to send message to another mail box.
Follow prompts to record an Intro or not.
Press 1 to replay your message, 2 to erase and # to accept.
Enter extension number then # to send, or press 4 for multiple recipients.

For Delivery Options
After you enter extension, select an option:
1-Certified; 2-Urgent;
3-Private; 4-Timed Delivery

Forward your calls directly to Voicemail
FEATURE 984

Transfer a Call directly to a Mailbox
FEATURE 986
Enter Mailbox number
Wait until the display shows Call transferred

Voicemail Interrupt - FEATURE 987
Used to retrieve a caller from voicemail after they have started to leave you a message.

Conference Calling allows multiple internal and / or external parties to join together in a common telephone conversation.

Beginning with the Nortel BCM 50 Release 2.0, additional participants may be added to a Conference Call up to a maximum of 18 parties. The number of external parties is limited, of course, to the number of outside lines available to the phone system.

Conference - FEATURE 3
Establish a three-party Conference Call.
1. Make or answer the first call.
2. Press **FEATURE 3 (Conference)**
3. Put the first call on HOLD.
4. Make or answer the second call.
5. After the second call is connected, press FEATURE 3 again.
6. Press the line or intercom button of the first held call to join both calls to the Conference.
7. Press RLS to end the Conference Call.

Establish a multi-party Conference Call of 4 or more parties.
1. Follow the steps to establish a three-party Conference Call.
2. Press the Newcall softkey,
3. After the fourth call is answered, press FEATURE 3, and press the held line.
4. Put the fourth call on hold and repeat steps 2 and 3 to add more calls to the Conference.
5. Press RLS to end the Conference Call.

To remove yourself from a Conference
Press FEATURE 70.
The other two callers remain connected. (Some external lines may not support this feature.)

Please contact your System Administrator for any programming questions or changes.

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Telephone Set Quick Reference User Guide

Nortel Norstar T7316E

Button Inquiry - FEATURE *0
Used to discover which FEATURE is programmed to any button on your phone.
After pressing FEATURE *0, press any button and observe the display.

Background Music - FEATURE 86
Plays system's Music-On-Hold audio through your phone set's speaker.
To cancel: FEATURE #86

Call Pickup - FEATURE 75
Answer a call ringing at another telephone in your pickup group.

Contrast Adjustment - FEATURE *7
Press the "UP" or "DOWN" softkeys to adjust the display contrast.
Press the "OK" softkey to accept.

Do Not Disturb (DND) - FEATURE 85
To cancel: FEATURE #85
When you are not on a call, prevent all incoming calls, except priority calls, from ringing at your telephone. When you are on a call, block an incoming priority call.

Group Listening - FEATURE 802
To cancel: FEATURE #802
Use both the handset and speaker while you are on a call. To avoid electronic feedback, keep the handset away from the speaker during the call. Press RLS to hang up.

Handsfree / Speaker Button
Press the key to transfer a call from the handset / headset to the telephone speaker. Note: Handsfree speaker volume returns to the default volume set at the telephone at the end of each call.

Mute Button
Press this button when you do not want the caller to hear anything from your side of a call. The display light beside the button blinks when the call is muted.

Ring Type - FEATURE *6
Select a distinctive ring to help differentiate your telephone from others nearby.
The "NEXT" softkey scrolls through the choices.
Or, enter the ring type number (1 to 4).
Press the "OK" softkey to accept.

Ring Volume - FEATURE *80
Make your telephone ring so that you can adjust the volume. You can also adjust the volume any time your telephone rings.

Speed Dial Programming - FEATURE *4
1. Enter a two-digit code from 71 to 94.
2. Enter the telephone number you want to program (up to 24 digits).
3. Press the "OK" softkey to accept.
4. Record the code and number you have just programmed.

Using Speed Dial - FEATURE 0.
Enter the two-digit code for the number.

Call Transfer - Softkey
Send a call to another telephone within your system or to an external telephone.
1. Press softkey under "Transfer" in the display.
2. Call the extension of person to whom you want to transfer the call.
3. Stay on the line if you wish to speak privately to the person before completing the transfer.
4. Press RLS or just hang up to complete the transfer.
If an external call is transferred to a busy internal or network extension or is not answered after a few rings, the call automatically rings you back.

Voice Call - FEATURE 66
Opens the speaker on another extension to make a voice announcement or to begin a conversation. Enter extension number.

Voice Call Deny - FEATURE 88
To cancel: FEATURE #88
Prevent your telephone from receiving voice calls.
See also: Do Not Disturb - FEATURE 85.

Call Logging is a feature that records limited Caller ID information on calls coming into your phone system. Your System Administrator must enable this feature on your phone and assign your phone's storage capacity.

To View your Call Log - FEATURE 812
1. Follow the prompts
2. Press 0 to return to the last viewed item.
3. Press # and * to move through your items.
4. Press the volume bar to view more info.

Call Log - Erase Entry
Press HOLD while viewing an item or use softkeys.

Call Log - Return Call
To return a call from your Call Log:
1. Display the desired number on your telephone.
2. Edit the number, if required. You can add numbers for long-distance dialing or line pool access, or you can remove numbers using the volume bar.
3. Press a line button. 4. Lift the handset.

Call Log Options - FEATURE *84
Select the type of calls that are stored automatically in your Call Log. Press # to see the next setting. Press HOLD to select the displayed setting.

Call Log Password - FEATURE *85
Program a four-digit password for your Call Log. To reset a forgotten password, see your System Administrator.

Logit - FEATURE 813
Store caller information for your current call in your Call Log.

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