

On "M" series phones
M7324, M7310, M7208 & M7100
the "GLOBE" Key is the "FEATURE" Key



HANDSFREE & MUTE

Allows you to make or receive a call without lifting your handset.

TO ACTIVATE HANDSFREE

- Press Handsfree button

TO ACTIVATE MUTE

- When using Handsfree, press the Mute key to turn microphone off, button will flash
- Press Mute key again to turn microphone back on

TO END CALL

- Press release key

.....

SCREEN CONTRAST ADJUSTMENT

You are able to adjust the contrast of your telephone display.

TO ACTIVATE SCREEN CONTRAST ADJUSTMENT

- Press Globe *7
- Press 1 through 4 to select the correct level
- Press Release key to store new level

.....

SOFT KEYS

Softkeys are under the phone display on larger phones. Use them for One touch access to feature options on the display during calls and inside your mailbox.

.....

RING VOLUME

Makes your telephone ring so you can adjust the volume, even while you are on a call.

TO ACTIVATE RING VOLUME

- Press Globe *80 and adjust with volume bar

RING TYPE

Allows you to select a distinctive ring to help differentiate between your telephone and others nearby.

TO ACTIVATE RING TYPE

- Press Globe *6
- Press Globe Press 1 - 4 to select the new ring type
- Press Globe Press Release to store the new ring Σ

BUTTON PROGRAMMING



PROGRAM BUTTONS FOR FEATURES

- Press Globe *3
- Press the button you wish to program
- Press Globe key again
- Enter in corresponding feature code
- See your admin for a list of allowed feature codes
- Label Button

PROGRAM FOR EXTENSION AUTO DIAL

- Press Globe *2
- Press button you wish to program for that Extension
- Enter in Extension number you wish to auto dial
- Label button
- You can use the button to call that Extension, and also see if that Extension is busy

PROGRAM FOR A PHONE NUMBER AUTO DIAL

- Check with admin for any dialing restrictions
- Press Globe key *1
- Press button you wish to program
- Enter outside number you wish to auto dial
- Press OK to save the number
- Label button

BUTTON INQUIRY

This will show on the display what each button is programmed as even if it is not labeled correctly.

- Press Globe *0
- Press button you wish to view

NOTE: You cannot re-program over intercom keys, line keys, handsfree keys or answer keys.

Summatis Communications

"Your Elite Nortel Partner"

150 Homer Avenue
Ashland, MA 01721

866-879-6575

Service 508-656-1099

www.summatis.com

Summatis Communications

Innovative Solutions ▲ Incomparable Support

Telephone User Guide

BCM – Norstar
Phone Systems

