

T7100 and M7100 CITELink Phone Quick Reference

What's Different

- Press **SUPERKEY** to access a menu that allows you to program speed calls and personal keys, and to turn features on and off. Press the * and # dial pad keys to navigate through the SUPERKEY menu.
- A **Hold** key is not available; however, you can place a call on temporary hold (see below).

Using Your Phone

Temporary Hold	<p>Press Trans/Conf to place a call on temporary hold To return to the call, hang up or press Cancel and the held call will automatically recall your set.</p> <p>A call that you have placed on temporary hold will automatically recall your phone after 1 minute.</p>
Transfer	<ol style="list-style-type: none"> 1. While on a call, press Trans/Conf. 2. Dial the number of a third party. 3. Do one of the following: <ul style="list-style-type: none"> • Hang up • Wait for an answer, announce the transfer, and hang up
Conference	<ol style="list-style-type: none"> 1. While on a call, press Trans/Conf 2. Dial number of next party 3. Wait for answer 4. Press TransConf
Redial last number	<p>To save, lift the handset and enter the Save Last Number code To dial, lift the handset enter the Redial Last Number code</p>
Set up call forwarding (once set, see below to enable or disable)	<ol style="list-style-type: none"> 1. Press SUPERKEY. 2. Press # (No) until "Call Forwarding?" appears. 3. Press * (Yes). 4. Press # (Next) until the desired type of Call Forward appears. 5. Press * (Review). 6. Press * (Program). 7. Dial the destination number. 8. Press DOWN ARROW to save. 9. Press SUPERKEY.
Enable or disable call forwarding	<ol style="list-style-type: none"> 1. Press SUPERKEY. 2. Press # (No) until "Call Forwarding?" appears. 3. Press * (Yes). 4. Press # (Next) until the desired type of Call Forward appears. 5. Press * (Review). 6. Press * (Change). 7. Press # (TurnOn) or (TurnOff). 8. Press SUPERKEY.
Program a speed call	<ol style="list-style-type: none"> 1. Lift the handset. 2. Dial 67. 3. Enter an index number between 00 and 09. 4. Dial the number to be stored. 5. Hang up.
Speed call a saved number	<ol style="list-style-type: none"> 1. Lift the handset. 2. Dial 58. 3. Enter an index number between 00 and 09.

M7208, M7208N, M7310, M7310N, M7324, T7208, T7316, and T7406 CITElink Phone Quick Reference

What's Different

- Press **SUPERKEY** to access a menu that allows you to program speedcalls, personal keys, and to turn on and turn off features. Press the **Yes** and **No** softkeys to navigate through the SUPERKEY menu. For phones without softkeys, use * (Yes) and # (No) on the dial pad.
- During a handsfree call if the Microphone indicator is on, the Microphone is on. If the indicator is off, the Microphone is muted. Press the **Microphone** key to turn the microphone on and off.

Using Your Phone

Hold	Press Hold to place call on hold To retrieve the call, press the flashing line key
Transfer	1. While on a call, press Trans/Conf . 2. Dial the number of a third party. 3. Do one of the following: <ul style="list-style-type: none"> • Hang up • Wait for an answer, announce the transfer, and hang up
Conference	1. While on a call, press Trans/Conf 2. Dial number of next party 3. Wait for answer 4. Press TransConf
Redial last number that you dialed	1. Lift the handset. 2. Press Redial .
Set call forwarding	1. Press SUPERKEY 2. Press No until "Call Forwarding?" appears 3. Press Yes 4. Press Next until desired Call Forwarding type appears 5. Press Review 6. If a number is already programmed, press Change 7. Press Program 8. Dial the destination number 9. Press Save 10. Press SUPERKEY
Enable or disable call forwarding	1. Press SUPERKEY 2. Press No until "Call Forwarding?" appears 3. Press Yes 4. Press Next until the desired type of forwarding appears 5. Press Review 6. Press Change 7. Press TurnOn or TurnOff 8. Press SUPERKEY
Program a personal speed call	1. Press SUPERKEY 2. Press No until "Personal Keys?" appears 3. Press Yes 4. Press a personal key that isn't a line key 5. Press Change 6. Press Yes 7. Dial number (press HOLD for a pause; TRANS/CONF for a flash) 8. Dial the destination number 9. Press Save 10. Press SUPERKEY
Speed call a saved number	Press the speed call key.