

**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 <b>Trans/Conf</b> to place a call on temporary hold To return to the call, hang up or press <b>Cancel</b> 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"> <li>1. While on a call, press <b>Trans/Conf</b>.</li> <li>2. Dial the number of a third party.</li> <li>3. Do one of the following: <ul style="list-style-type: none"> <li>• Hang up</li> <li>• Wait for an answer, announce the transfer, and hang up</li> </ul> </li> </ol>
Conference	<ol style="list-style-type: none"> <li>1. While on a call, press <b>Trans/Conf</b></li> <li>2. Dial number of next party</li> <li>3. Wait for answer</li> <li>4. Press <b>TransConf</b></li> </ol>
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"> <li>1. Press <b>SUPERKEY</b>.</li> <li>2. Press # (No) until "Call Forwarding?" appears.</li> <li>3. Press * (Yes).</li> <li>4. Press # (Next) until the desired type of Call Forward appears.</li> <li>5. Press * (Review).</li> <li>6. Press * (Program).</li> <li>7. Dial the destination number.</li> <li>8. Press <b>DOWN ARROW</b> to save.</li> <li>9. Press <b>SUPERKEY</b>.</li> </ol>
Enable or disable call forwarding	<ol style="list-style-type: none"> <li>1. Press <b>SUPERKEY</b>.</li> <li>2. Press # (No) until "Call Forwarding?" appears.</li> <li>3. Press * (Yes).</li> <li>4. Press # (Next) until the desired type of Call Forward appears.</li> <li>5. Press * (Review).</li> <li>6. Press * (Change).</li> <li>7. Press # (TurnOn) or (TurnOff).</li> <li>8. Press <b>SUPERKEY</b>.</li> </ol>
Program a speed call	<ol style="list-style-type: none"> <li>1. Lift the handset.</li> <li>2. Dial <b>67</b>.</li> <li>3. Enter an index number between <b>00</b> and <b>09</b>.</li> <li>4. Dial the number to be stored.</li> <li>5. Hang up.</li> </ol>
Speed call a saved number	<ol style="list-style-type: none"> <li>1. Lift the handset.</li> <li>2. Dial <b>58</b>.</li> <li>3. Enter an index number between <b>00</b> and <b>09</b>.</li> </ol>

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