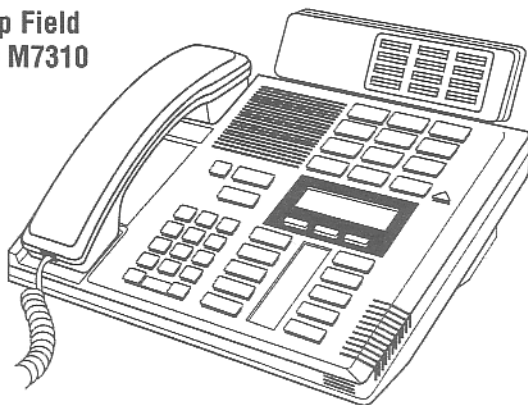

The Meridian Norstar® Busy Lamp Field (BLF) is a device with indicators that turn ON individually when telephones in your office are in use. The BLF attaches to your M7310 telephone, and is a welcome aid when you answer the telephone for colleagues or operate a message center. You can tell at a glance which telephones are in use, and avoid interrupting people who are busy on calls.

The Busy Lamp Field attached to an M7310 telephone



The Busy Lamp Field indicators are arranged to match up with the dual-memory keys above the display of your M7310 telephone. Each half of a dual-memory key that has been programmed as an internal autodial key is matched with one half of a BLF indicator. The top portion of a BLF indicator turns ON when showing an active call on the top half of a dual-memory key; the bottom portion turns ON when showing an active call on the bottom half of a dual-memory key. Only those indicators corresponding to internal autodial keys turn ON and OFF.

If you move an internal autodial number from one key to another, the BLF indicator moves automatically.

The BLF indicator is ON

- when a call is active on the associated telephone
- OR**
- for those features that use indicators to show their ON or OFF status
- OR**
- when the associated telephone is being used to program the system

The BLF indicator is OFF

- when there is no active call at the associated telephone
- OR**
- when a call is being held at the associated telephone and there is no other call active

Using the Busy Lamp Field

The BLF indicator shows you the busy/not busy status of any telephone within your office. When a call for one of your colleagues comes to your telephone, there are several ways to handle it. The lists below show some of these options.

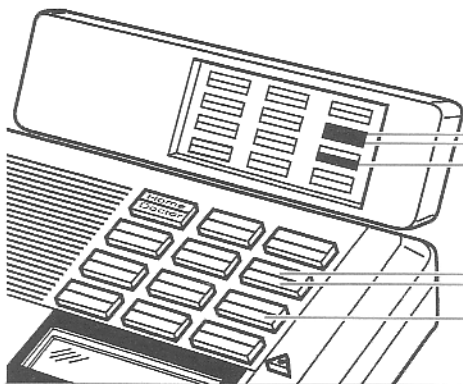
As soon as you learn who a call is for, check the appropriate indicator on the BLF.

If the indicator is ON

- Take a message and contact your colleague using **Send Message** (Feature) or **Ring Again** (Feature).
- OR**
- Make a call using . Your colleague will hear a muted ringing.

If the indicator is OFF

- Transfer the incoming call immediately using **Transfer** (Feature).
- OR**
- Announce your call using **Transfer** or **Conference/Transfer** (Feature).



BLF indicators turned ON for busy Norstar telephones

Corresponding internal autodial keys for the Norstar telephones

You will quickly become familiar with the layout of your internal autodial keys and the matching layout of the Busy Lamp Field indicators. Remember, you can change any internal autodial number on a dual-memory key and the BLF automatically changes too.

Be sure to read your *Norstar M7310 Telephone User Card* and your *Norstar Receptionist User Card* or *Norstar Secretary and Manager User Card* (if applicable). They contain information that will help you to use Norstar features effectively with your BLF.