



## Instructions for Activating Music On Hold – Nortel M7310

From the base phone:

- For most Nortel Systems (from the base phone):
- Press FEATURE \* \* 266344. Password: displayed
- Enter password 266344 (default). A Configuration
- Hit forward arrow to enter menu A Configuration. You will see Trk/Line Data
- Scroll to 3. Call Handling and then press forward to enter the menu.
- Hit forward arrow ten times (scroll to On hold) You will see On hold is set to either Silence, Tones or Music
- If this is not set to Music, hit CHANGE until Music appears.
- End by hitting Release/Next or disconnect.

- OR -

- Press FEATURE \* \* 2 6 6 3 4 4
- Enter Password: 2 6 6 3 4 4 / Display will read: " Terminals & Sets"
- Using the navigation keys, follow the next steps:
- Press: NEXT / Display will read: "Lines"
- Press: NEXT / Display will read: "Services"
- Press: NEXT / Display will read: "System Speed Dial"
- Press: NEXT / Display will read: "Passwords"
- Press: NEXT / Display will read: "Time and Date"
- Press: NEXT / Display will read: "System Programming"
- Press: SHOW / Display will read: "Change DN's"
- Press: NEXT / Display will read: "Feature Settings"
- Press: Show / Display will read: "Background Music"
- Press Change soft key to Y
- Press: NEXT / Display will read: "On hold"
- Press Change soft key until you see Music
- Press: NEXT

If you have any questions or issues, please contact us at 1-888-321-8477 or [info@onhold.com](mailto:info@onhold.com).