

# MERIDIAN USERS GUIDE

Station Number	Three-digit number
[MUTE]	Microphone
[CONF-]	Conference transfer
[Handsfree]	Speaker
[IC/ Group]	Intercom
[MSB]	Do not disturb
[RLS]	Hang up
[Msg. Wait]	Message Waiting

## TRANSFERRING CALLS.....

### It's important to:

1. *Inform the caller.*
2. *Provide ext. number of destination*
3. *Stay on the line in case the destination is busy.*

### To Transfer Calls to Other Campus or Local Numbers:

1. Press [Conf 3](*stutter tone*).
2. Dial desired number.
3. When the call is answered, the first party is automatically placed on hold.
4. *Press [Conf 3]. You are engaged in a 3-way call, or you can press [RLS] to complete the call transfer.*

## IC/ GROUP

### To intercom other station:

1. Press [IC/Group]
2. Dial station number. Called station will ring.
3. Press [IC/Group] a second time to voice announce.

### To answer intercom calls:

1. You hear ringing and the [IC/Group] indicator flashes.
2. Pick up handset or press Handsfree.
3. Press [IC/Group].

## PLACING A CALL.....

The Meridian phone set allows you to dial in two ways: Hands free, if you have a Hands free telephone or with the handset. To place a call with handset, pick up the handset and dial the number.

### Handsfree:

1. Press the line key (dial tone).
2. Dial the number.
3. when party answers, press Handsfree.
4. To hang up the call, press [RLS].

## CALL HOLD....

### To place a call on hold:

1. Press the hold key. Diamond flashes.

### To retrieve:

1. Press the line key.

### To place a call on hold to pickup another line:

1. Press the flashing line key. The original call will be placed on hold automatically.

## LAST NUMBER REDIAL (##)

Redials the last number you dialed.

1. Press the line key originally used to place the last number you called.
2. Press # twice. The last number you called is redialed.

### AUTO DIAL KEYS [AUD]....

Numbers are stored under one key [AUD].

#### **To program [AUD] keys or auto dial keys:**

1. Press [AUD] key (diamond flashes).
2. Dial desired #.
3. Press [AUD] key (diamond stops flashing).

#### **How to use [AUD] keys:**

1. Lift handset access line.
2. Press desired [AUD] key.  
Automatically dials phone number.

### CALL PARK....

*Call Park is more advantageous to use than Call Hold because it does not tie up any line. The call is parked in an invisible software bin where it can be retrieved from anywhere in the department.*

#### **To Park a Call:**

1. Press Call Park or Directed Call Park (Hear stutter tone).
2. Dial any extension number in the department (conformation tone).

#### **To Retrieve Parked Call:**

1. Pick up handset.
2. Press Call Park key.
3. Dial the extension number the call parked against.

### MESSAGE WAITING [Msg. Wait]....

A diamond lights up next to the [Msg. Wait] button to indicate you have a message in Phonemail. (*ONLY A VISUAL INDICATOR*).

### SPEED DIALING.....

*Long list (50 Numbers)*

#### **To Create Speed Dial Numbers:**

1. Lift handset.
2. Dial 875 (stutter tone).
3. Dial the speed calling digit (00-49).
4. Dial the number you wish to store (use\* to insert a 6-second pause).
5. Press # (confirmation tone).

#### **To Speed Dial:**

1. Lift handset.
2. Press outside line key.
3. Press \*.
4. Dial digit (00-49).

### SPEED DIALING....

*Short List (10 Numbers)*

#### **To Create Speed Dial Numbers:**

1. Lift handset.
2. Dial 874 (stutter tone).
3. Dial the speed calling digit (0-9).
4. Dial the number you wish to store (use \* to insert a 6-second pause).
5. Press # (confirmation tone).

#### **To Speed Dial:**

1. Lift handset.
2. Press outside line key.
3. Press \*.
4. Dial digit (0-9).

### MAKE SET BUSY [MSB]....

*Feature that mutes ringing from your telephone.*

#### **To use [MSB] or Make Set Busy Key:**

1. Press [MSB] diamond lights up.  
Ringing is now muted from your telephone.
2. Press [MSB] diamond turns off.  
*Ringing is turned back on.*

### **AUTO ANSWERBACK....**

*(Available on M5112, M5312, and M5316 sets only).*

#### **To Activate:**

1. Press Auto Answerback (AAB) Key. (Diamond lights solid).

*(This feature allows any incoming call to Primary Telephone number of the set to be automatically answered after 4 seconds. Conversation takes place through a handsfree unit. When the calling party hangs up, the call is automatically disconnected.)*

#### **To Deactivate:**

1. Press Auto Answerback key. (Diamond is extinguished).

### **CALL FORWARDING....**

#### **To Forward Calls to any telephone number:**

1. Press line key.
2. Dial 806 (stutter tone).
3. Dial 5-digit number or 9 + number if dialing off campus (confirmation tone).
4. Hang up.

#### **To Cancel Call Forwarding:**

1. Press line key.
2. Dial 807.
3. Hang up.

### **CALL FORWARD PER KEY.....**

#### **To Activate:**

1. Press **CFK** Key (Diamond Flashes).
2. Press DN Key.
3. Dial the number that calls should be forwarded to.
4. Press **CFK** Key (Diamond Solid).

#### **To Deactivate:**

1. Press **CFK** Key (Diamond Flashes).
2. Press DN Key.
3. Press the asterisk (\*).
4. Press the **CFK** Key (Diamond turns off, unless other DNs remain programmed).

### **MUTE....**

To speak privately with someone in person at your desk, so the caller cannot hear. **You must have a Handsfree telephone.**

#### **To Activate:**

1. Press mute, diamond light is steady. (Call is muted).

#### **To Deactivate:**

1. Press key, diamond turns off.

## QUERY TIME KEY [TIME/DATE]

*This feature provides the current time and date. Time is displayed using the 24-hour clock format and date is displayed by year, month, and day. This feature does require a key.*

### **To Activate:**

1. Press [TIME/DATE]. The time and date is displayed for 12-second interval, or until another feature or action using the set display is activated or occurs.

## TIME AND DATE FOR M5316 & M5216

### **To set the time and date**

1. Press **Program** Button.
2. Press **volume** (<<< >>>) button until Time and Date Set? Is shown on the display.
3. Press **Hold** button.
4. Enter the date using the format shown on the display.
5. Enter the current time based upon the **24 hour** clock.
6. Press **Hold** to save the new time and date settings.
7. Press **Program** button or **RLS** button to exit programming mode.

**If you have any questions, please call  
Syndi Haywood at 581-5899**