# Meridian 9316 User Guide

## Basic Features

### Making a call

With the Meridian 9316 you can make a regular call or predial a telephone number. Predialing allows you to check the number before it is dialed out. Follow the procedures below to make a regular or predialed call.

**To make a regular call:**

1. Lift the handset.
2. Enter the number using the dial pad.

**To make a predialed call:**

1. Enter the number using the dial pad.
2. Lift the handset or press either [Handsfree/Mute] or [Dial].

### Answering a call

1. Lift the handset or press [Handsfree/Mute].

### Putting a call on hold

1. Make or answer a call.
2. Press [Hold]. The display shows that the call is on hold.
3. Hang up the handset.
4. To retrieve the call, lift the handset or press either [Hold] or [Handsfree/Mute].

Note: If you don't retrieve the call after 15 minutes, the call is automatically dropped.

Two things can happen if you don't hang up the handset after you have put the call on hold:

- When the call you have put on hold is picked up at another extension, the call remains connected to your telephone and is taken off hold. This means any background noise from your area will be heard by the caller and the other extension.

- If an incoming call is placed on hold and no one at another extension picks up the handset, the telephone will drop the held call after 15 minutes and re-establish dial tone.

### Making a Handsfree call

You can dial without using the handset or you can make a regular call the talk without using the handset.

**To dial without picking up the handset:**

1. Press [Handfree/Mute].
2. Enter the number using the dial pad.

**To switch to a Handsfree call:**

1. Lift the handset.
2. Enter the number using the dial pad.
3. When the call is answered, press [Handsfree/Mute].
4. Hang up the handset.

**Putting a call on mute**

You can turn OFF the microphone so that the caller cannot hear you but you can still hear the caller. This only works when you are on a handsfree call.

**To mute a call:**

1. Press [Handsfree/Mute].

2. Without lifting the handset, make a call.

3. To turn the microphone off, press [Handsfree/Mute] again. You can hear your caller but your caller cannot hear you. The light beside [Handsfree/Mute] flashes.

4. To speak to your caller, press [Handsfree/Mute] again. Each time you press [Handsfree/Mute], you switch between handsfree and mute.

5. When the call is over, hang up the handset or press [Rls].

**Using the Redial List**

If you do not remember a number you just dialed, you can find it in the Redial List. Pressing [Redial] shows you a list of the last five numbers you called. Once you lift the handset, pressing [Redial] automatically dials the last number.

**To make a call from the Redial List:**

1. Press [Redial]. The display show the last number you dialed.

2. Find the number you wish to call by pressing [↓| ] or [ |↑].

3. When the number is displayed, lift the handset or press either [Handsfree/Mute] or [Dial].

## Telephone Setup

**Changing the display language**

For changing business requirements, you may wish to change the language of your display messages.

**To change the display language:**

1. Press the Set Options key.

2. Press [↓| ] once or press [1] to go directly to the item.

3. Press [1] to select the language.

**Setting the date and time**

If you subscribe to calling line identification service, the date and time are set automatically after you receive your first incoming call. If you do not subscribe, you must set the date and time manually.

**To set date and time:**

1. Press the Set Options key.

2. Press [↓| ] twice or press [2] to go directly to the item.

3.  Press [2] and follow the instructions on the display.

To resume the automatic date and time setting (if the date and time has been set manually), disconnect the power supply, then re-connect it.

## Turning the ringer ON and OFF

### To turn the ringer ON:

1.  Press the right side or volume bar. Continue pressing the right hand side until you reach the desired ring volume.
2.  Press [Save].

### To turn the ringer OFF:

1.  Press the left side of the volume bar. Continue pressing the left hand side until you reach the ringer is off.
2.  Press [Save]. `Ringer is OFF` appears on the display.

Note: Do not lift the handset while you are turning the ringer ON or OFF.

## Setting the ring tone and ringer volume

You can choose one of the four different ring tones and set the ringer volume.

### To set the ring tone and volume:

1.  Make sure that the ringer is turned ON.
2.  Press the Set Options key.
3.  Press [↓| ] three times or press [3] to go directly to the item.
4.  Press [3] and follow the instructions on the display. When picking the ring tone, press the volume bar to adjust the volume.
5.  Press [Save] to end when you are satisfied with the ring tone and ringer volume.

## Controlling the ringer volume

While the telephone is ringing, you can press the left or right side of the volume bar for soft or loud ringer volume.

## Controlling the receiver volume

While you are on the telephone, you can press the left or right side of the volume bar for soft or loud receiver volume.

## Controlling the speaker volume

While you are listening through the speaker, you can press the left or right side of the volume bar for soft or loud speaker volume.

# Directory

The Meridian 9316 keeps the numbers and names of your business associates, clients, contacts, or friends at your fingertips. The Meridian 9316 allows you to store up to 50 entries in alphabetical order so that you can dial numbers directly from the Directory.

The Directory orders the names by the first character. If you want your Directory sorted by the last name, enter the last name first. If you do not enter a name, the item is sorted by telephone number. The directory items with only a telephone number are at the beginning of the Directory.

## Saving number and names to the Directory

### To save a new number:

1. Press [Save].

2. Press [Directory].

3. Enter the number using the dial pad.

4. Press [Save]. Only the number is stored at this point.

5. If you do not want a name, go to step 6. To enter a name, use the dial pad. (See **Entering Names**).

6. Press [Save].

### To save a displayed number:

1. Ensure that a number is on the display. For example, make a call using the dial pad, or use the Redial List, the Callers List, or a memory key.

2. Press [Save].

3. Press [Directory]. If the name is displayed with the number, both are now saved in the Directory.

4. If no name is displayed you are prompted To enter one. If you do not want a name, go to step 5. To enter a name, use the dial pad. (See **Entering Names**).

5. Press [Save].

To backspace and erase a mistake, press [←| ]. To insert a space press [ |→].

## Entering Names

To program a name, find the dial pad key that has the first character of the name. Keep watching the display as you press the key until that character appears on the display. Press a different dial pad key for the next character. If the next character is on the same key, press [ |→] to move to the next space. To switch between upper and lower case letters, press [Hold].

For example: To enter the name **Ruth** Press these keys:

[7] [7] [7], [Hold] [8] [8], [ |→], [8], [4] [4].

If you wish to change a digit or letter after you have entered it, press [←| ] to erase it.

| | | | | | | |
|---|---|---|---|---|---|
| [1] | . - ' & . ( ) 1 | [5] | J K L 5 | [9] | W X Y Z 9 |
| [2] | A B C 2 | [6] | M N O 6 | [*] | * |
| [3] | D E F 3 | [7] | P Q R S 7 | [0] | 0 |
| [4] | G H I 4 | [8] | T U V 8 | [#] | # |

## Finding items in the Directory

### To find items in the Directory:

1. To see the Directory heading, press [Directory].

2. To see the listings that start with a particular letter, press the appropriate dial pad key. Then to see other listings under that letter, press [↓| ]. (For example: [5] takes you to the

first "J" listing, then [↓|] takes you to the next "J" listing. [5] [5] takes you to the first "K" listing). Use the letter chart shown above. OR, to move down and up the list press [↓|] or [ |↑]. If you want to scroll steadily, press and hold [↓|] or [ |↑].

3. To leave the Directory at any time, press [Directory] or [Rls].

   Note: If you are on a call while you are viewing the Directory, pressing [Rls] also drops the call.

## Making a call from the Directory

**To make a call from the Directory:**

1. Press [Directory].

2. Press [↓|] or [ |↑] or use the dial pad to find the item you want to dial out.

3. Lift the handset or press either [Handsfree/Mute] or [Dial].

4. To end the call, hang up the handset or press [Rls].

## Editing in the Directory

**To edit a number and/or name in the Directory:**

1. Press [Directory].

2. Press [↓|] or [ |↑] to find the item you want to edit.

3. To begin editing, press [←|].

4. If you do not want to change the number, go to step 5. To backspace and erase digits, press [←|]. To add digits, use the dial pad.

5. Press [Save].

6. If you do not want to change a name, go to step 7. To change or add to the name, use [←|] and the dial pad. (See **Entering Names**).

   Note: If you edit the wrong item or want to quit without saving changes, press [Directory].

7. Press [Save].

## Deleting items from the Directory

**To delete individual items:**

1. Press [Directory].

2. Press [↓|] or [ |↑] to find the item you want to delete.

3. Press [Delete] twice. You are still in the Directory.

4. Press [Rls] or [Directory] to exit the Directory at any time.

**To delete all items:**

1. Press [Directory] then [Delete] twice.

# Callers List

## Using the Caller List

The Meridian 9316 stores up to 50 calls in the Callers List. Your telephone records the number (and name if available) of the caller, when they last called, and the number of times they tried to reach you. See **Callers List display messages** for a description of the display messages.

If the telephone number of the incoming call matches a number that you have programmed with a name in a memory key or the Directory, the Callers List shows the name first and then the number.

You can choose to record all of your incoming calls in the Caller List or only the unanswered calls.

### To find items in the Callers List:

1. To see the Callers List heading, press [Callers].

2. To see the first new caller in the list, press [↓| ].

   To move down and up the list, press [↓| ] or [ |↑].

   If you want to scroll steadily, press and hold [↓| ] or [ |↑].

   To see the last caller you viewed when you were last in the Callers List, press [*].

   To view the area code or the rest of the number whenever the arrow (➜) is on the display, press [ |➜].

   To cycle through the name and number screens, press [←| ] or [ |➜].

   Note: You can move up and down the list in the name or number screens.

3. To leave the Callers List at any time, press [Callers] or [Rls].

   Note: If you are on a call while viewing the Callers List, pressing [Rls] drops the calls.

### Making a call from the Callers List:

1. Press [Callers].

2. Find the item you want to dial out.

3. Lift the handset or press either [Handsfree/Mute] or [Dial].

4. To end the call, hand up the handset or press [Rls].

   Note: If you are on a call, the display returns to the Callers List.

If you call a number from the Callers List and you do not get connected, you may have to edit the number (for example, the number may be long distance and you may have to add "91"). See **Editing in the Callers List**.

## Editing numbers in the Caller List

1. Press [Callers].

2. Find the item you want to edit.

3. To see the number if you are looking at the name, press [ |→]. Press [#] to edit the number before dialing. This may be required if you have tried to dial the number and there is no connection.

4. To add digits, use the dial pad. To erase one digit to the right of the cursor, press [ |→]. To erase one digit to the left of the cursor, press [←| ].

   Caution: The Callers List does not save changes. If you plan to call the number again, copy it to the Directory or a memory key.

5. To dial the edited number, lift the handset or press either [Handsfree/Mute] or [Dial].

To have the Callers List show local numbers without the area code and internal numbers as extensions, see **Entering area codes**.

## Saving from the Callers List

### To copy a number from the Callers List to the Directory or to a memory key:

1. Press [Callers].

2. Find the item you want to copy.

3. Press [Save].

4. Press [Directory] or the memory key where you want to store the number.

5. If no name is displayed, you are prompted to enter one. To enter a name, use the dial pad. (See **Entering Names**). If you do not want to enter a name, go to step 7.

6. Press [Save].

7. To leave the Callers List at any time, press [Callers] or [Rls].

## Deleting from the Callers List

### To delete a number in Callers List:

1. Press [Callers].

2. Find the item you want to delete.

3. Press [Delete] twice. You are still in the Callers List.

4. To leave the Callers List at any time, press [Callers] or [Rls].

### To delete all numbers in the Callers List:

1. Press [Callers].

2. Press [Delete] twice. You are still in the Callers List.

3. To leave the Callers List at any time, press [Callers] or [Rls].

## Changing the Callers List

The Callers List records up to 50 incoming calls. You can program the telephone to record unanswered calls or all incoming calls.

### To change the Callers List:

1. Press the Set Options key.

2. Press [↓| ] eight times or press [8] to go directly to the item.

3. Press [8] and follow the instructions on the display to change the Callers List.

# Memory Keys

## Saving numbers and names in the memory keys

You can save the numbers and names of your customers, business associates, or anyone you call frequently in the Meridian 9316's eight memory keys. You can store more numbers and names in the Directory. See the **Directory** section for more information.

### To save a number and name:

1. Press [Save].

2. Press the memory key where you want to save the number.

3. Enter the number using the dial pad. You can enter a maximum of 24 digits.

    Note: If you require a pause (for example, between a telephone number and an access code), press [Hold] where you want the pause.

4. Press [Save].

5. To skip the name, go to step 6. To enter a name, use the dial pad. (See **Entering Names**).

6. Press [Save].

7. Label the memory key.

## Saving from the display into memory keys

### To save from the display:

1. Ensure that a number is on the display. (For example, answer a call or make a call using the dial pad, or use the Redial List or Callers List).

2. Press [Save].

3. Press the desired memory key. If the name was displayed with the number, both are now saved in the memory key.

4. If no name is displayed, you are prompted to enter one. If you do not want to enter a name, go to step 5. To enter a name, use the dial pad. (See **entering Names**).

5. Press [Save].

6. Label the memory key.

## Making calls from memory keys

### To call from a memory key:

1. Lift the handset or press either [Handsfree/Mute] or [Dial].

2. Press the memory key with the number you want to dial out.

### To predial from a memory key:

1. Press the memory key with the number you want to dial out.

2. Lift the handset or press either [Handsfree/Mute] or [Dial].

## Editing memory keys

1. To see its contents, press the memory key.

2. Press [←| ].

3. If you do not want to change the number, go to step 4. To back space and erase digits, press [←| ]. To add digits, use the dial pad.

4. Press [Save].

5. If you do not want to change the name, go to step 6. To add letters, use the dial pad. (See **Entering Names**). To erase letters, press [←| ].

6. Press [Save].

Note: The Live dial pad option must be turned OFF to edit memory keys. ( See **Selecting the dial pad mode**).

## Deleting memory keys

1. To see its contents, press the memory key.

2. To erase, press [Delete] twice.

Note: The Live dial pad option must be turned OFF to edit memory keys.

## Saving features in memory keys

For easy access, you can save the feature codes of telephone company services in your memory keys. This works well with network features such as call forwarding, cal screen, and call return. Some features require an ON and OFF code in two separate keys, while other features are stored on only one key. The following procedures show you how to save both ON and OFF codes.

**To save a feature ON code:**

1. Press [Save].

2. Press the desired memory key.

3. Enter the telephone company feature code for turning the feature ON.*

4. Read the display to confirm the number.

5. Press [Save] again.

6. Enter the feature name using the dial pad. (See **Entering Names**).

7. Press [Save] again.

8. Label the memory key.

**To save a feature OFF code:**

1. Press [Save].

2. Press the desired memory key.

3. Enter the telephone company feature code for turning the feature OFF.*

4. Read the display to confirm to number.

5. Press [Save] again.

6. Enter the feature name using the dial pad (See **Entering Names**).

7. Press [Save] again.

8. Label the memory key

*Note: Contact you telephone company for the appropriate codes.

## Using feature keys

When a memory key is programmed with a feature code, you can use the memory key to activate or deactivate the feature.

**To turn a feature ON and OFF:**

1. Press the memory key where you stored the desired feature. The display show the feature name and code.

2. Lift the handset or press either [Handsfree/Mute] or [Dial]. The feature code is dialed out, which turns the feature ON or OFF.

**Saving a feature and light in memory keys**

You can make the set indicator light come ON when you turn a feature ON and go OFF when you turn that same feature OFF. You can only do this with one feature. This works well with any service that has separate ON and OFF codes such as Call Forwarding.

For example, you may want the light to remind you that you have turned Call Forwarding ON. To do this, use one key to turn the indicator light ON when you activate the feature. Use the second key to turn the indicator light OFF when you deactivate that same feature. The following procedure shows you hoe to program a FeatureLight ON and OFF key.

| **To save a FeatureLight ON key:** | **To save a FeatureLight OFF key:** |
|---|---|
| 1. Press [Save]. Do NOT select a memory key yet. | 1. Press [Save]. Do NOT select a memory key yet. |
| 2. To program the light ON, press [1]. | 2. To program the Light OFF, press [0]. |
| 3. Press the desired memory key. | 3. Press the desired memory key. |
| 4. Enter the telephone company feature code for turning the feature ON.** | 4. Enter the telephone company feature code for turning the feature OFF.** |
| 5. Read the display to confirm the number. | 5. Read the display to confirm the number. |
| 6. Press [Save]. | 6. Press [Save]. |
| 7. Label the memory key. | 7. Label the memory key. |

**Note: Contact your telephone company or Telecom manager for the appropriate feature codes.

**Using FeatureLight keys**

**To turn a feature and light ON or OFF:**

1. Press the memory key where you stored the FeatureLight. The display shows **FeatureLight ON** or **FeatureLight OFF**.

2. Lift the handset or press either [Handsfree/Mute] or [Dial]. The feature and light turn ON or OFF. (When the feature and light are ON and you are not using the telephone, the display shows Feature ON as a reminder).

## Advanced Features

**Adding a timer key**

You can program any of the memory keys to be a timer key.

1. Press the Set Options key.

2. Press [↓|  ] four times, or press [4] to go directly to the item.

3. Press [4] to add a timer key.

4. Press a memory key.

5. Press [Save].

6. Label the timer key.

## Using the call timer

You can program a memory key to time the length of a call.

### To show the timer on the display:

1. Make or answer a call. The timer starts running automatically.

2. Once on the call, press the timer key. The display shows the running time of the call.

3. To return to the call information display, press the timer key again.

4. When the call is over, hang up the handset or press [Rls]. The timer stops counting.

Note: To show the elapsed time of the most recent call (or last call) when you are not on a call, press the timer key.

## Deleting a timer key

1. Press the timer key.

2. Press [Delete] twice.

## Selecting the dial pad mode

When you select the dial pad mode, you are turning the Live dial pad option on or off. With Live dial pad ON, the telephone automatically dials out and turns on the Handsfree as soon as you press a dial pad key or a memory key. When Live dial is OFF, the telephone is in regular or predial mode. This means after you dial the telephone number you must lift the handset or press either [Dial] or [Handsfree/Mute] before the telephone number is dialed.

### To select the dial pad mode:

1. Press the Set Options key.

2. Press [↓| ] five times or press[5] to go directly to the item.

3. Press [5] to change the dial pad mode from Live dial pad OFF to ON or ON to OFF.

## Entering area codes

When you enter an area code or prefix using this feature, the Callers List will show local numbers without the area code or internal Centrex numbers as extensions. This makes it easier to identify local calls and internal numbers. You can enter three separate area codes or prefixes, each up to seven digits long.

### To enter are codes and prefixes:

1. Press the Set Options key.

2. Press [↓| ] seven times or press [7] to go directly to the item.

3. Press [7]. Enter the area code or prefix and press [Save]. Repeat this step for each area code or prefix you want to enter.

# Display messages and lights

### Knowing when you have a message

The Meridian 9316's set indicator light lets you know that your voice mail system has a message for you. The set indicator light flashes slowly and the display shows `Message Waiting` after your voice mail has received a call. Contact your Telecommunications department to find out how you can subscribe to message waiting services.

### Clear Message Waiting

There may be times when `Message Waiting` appears on the display when there are no more voice messages. You can turn the display message off using the Clear Message Waiting feature.

> **To clear message waiting:**

1. Press the Set Options key.

2. Press [↓| ] six times or press [6] to go directly to the item.

3. Press [6] to clear message waiting.

### Viewing multiple display and light messages

When you are not using the telephone, there are up to five messages that can be active at any time: date and time, `X New Callers, Feature ON, Message Waiting,` and `Ringer is OFF`. When more than one of these messages is active, the display shows the most recent message and ➜ in the bottom right-hand corner. You can view the other messages by pressing [ |➜], the display shows the next active message and it's associated light. You can leave any one of the active messages on the display.

### Learning about the lights

The Meridian 9316's set indicator light also alerts you when another extension is on the line, the telephone rings, a call is on hold, a feature is ON, or the ringer is OFF. There is a small red light beside [Handsfree/Mute] to show you the status of handsfree and mute.

### Set indicator light messages

| Feature | Light |
|---|---|
| Call is on hold | Set indicator light flashes quickly. |
| Extension in use | Set indicator light is ON. |
| Feature ON | Set indicator light is ON. |
| Message Waiting | Set indicator light flashes slowly. |
| Ringer is OFF | Set indicator light is OFF. |
| Visual Ringing | Set indicator light flashes very quickly. |

**Handsfree indicator light messages**

| Feature | Light |
|---|---|
| Call is on Handsfree | Handsfree/Mute indicator light is ON. |
| Microphone is muted | Handsfree/Mute indicator light flashes quickly. |

**General display messages**

| Message | What it means |
|---|---|
| Check line cord | If there is no dial tone, make sure the line cord and handset cord are attached securely. |
| Directory empty, Use SAVE to add | The Directory remains empty until you add numbers and names to it. |
| Directory full, No changes made | The Directory has a 50-entry limit. If you want to add an item, delete an item you no longer use. |
| Extension in use | An extension telephone is using the same line that you want to use. Wait until the message disappears before making your call. Or, someone is trying to use the same line on an extension telephone |
| Feature ON | The FeatureLight ON key has been pressed and the code dialed out. To turn OFF the feature and the light, press the FeatureLight OFF key and lift the handset or press either [Handsfree/Mute] or [Dial]. |
| <Forwarded call | The call is forwarded from another telephone. |
| Key is locked | The memory key is factory-programmed and cannot be erased or reprogrammed. Program a different memory key. |
| Long distance | The caller is calling from outside your local area. Long distance dialing is required to return the call. |
| Message Waiting | Your voice mail service has received a call for you. To subscribe to voice mail service contact your telephone company. |
| No information | Information from the telephone company has not been transmitted properly. |
| Private number or Private name | The caller has requested that the telephone company not deliver the number or name. |
| Redial list is Empty | This appears if you press [Redial] before making any calls on your telephone or if power has been interrupted. |
| Ringer is OFF | The ringer volume is turned OFF. To turn the ringer ON; without lifting the handset, press the right side of the volume bar. |
| Unknown name or Unknown no. | The name or number is unavailable from the telephone company. |

| …XXXXXXXXXXXXXXX | The telephone number is longer than the display. The display shows … and the last 15 digits of the number. |

**Callers List display messages**

| Message | What it means |
| --- | --- |
| Callers List is empty | Your telephone does not record incoming calls until you subscribe to calling line identification service. If you do subscribe, you have not received any calls in the list yet or you have deleted all numbers in the Callers List. |
| Calls bumped=XX | xx is the number of old calls automatically removed to make room for incoming new calls in the Callers List. The limit is 50 calls. |
| <Forwarded | The call is forwarded from another location. |
| Long dist. | The caller has called from outside your local area. Long distance dialing is required to return the call. |
| No number | You are trying to call someone in your Callers List and the number is unknown or private. |
| Private number or Private name | The caller has requested that the telephone company not deliver the number or name. |
| Unknown name or Unknown no. | The name or number is unavailable from the telephone company. |
| X New Callers | When you are not on the telephone and not in the Callers List, the display shows you how many callers have been added to the list since you last checked it. |
| 01N xxx-xxxx | N means a new caller. |
| 01 …xxxxxxxx➜ | Means the number is longer than the display or that the area code has been removed. |
| ➜ | Means to view the rest of the number, press [ \|➜]. |
| 01 R Smith | 2x means this caller has called twice. |
| Mar 04 3:30p 2x | The display shows the date and tome of the last call from that caller. |

# Helpful Hints

**The display is in the alternate language.**

You can change to the other language by pressing the Set Options key, then press [1] twice.

**The cursor does not move when saving in the Directory.**

The number or name is too long. Numbers can be no longer than 24 digits and names can be no longer than 16 characters.

**You cannot save a Directory number into a memory key.**

You cannot save Directory items into memory keys. Once you are in the Directory, [Save] can only add an item to the Directory.

**Callers are not identified on the display.**

Let the phone ring at least twice before answering. If that does not work, you may not have calling line identification service. To subscribe, contact your local telephone company.

**The Callers List is empty.**

Until you subscribe to calling line identification service, your telephone does not record incoming calls.

**You cannot dial a number in the Callers List.**

The caller may have an unknown number. If there is a number, you may have to edit it before you can dial it.

**You cannot hear a caller or be heard.**

Make sure the handset cord is inserted securely into the jack and make sure the receiver volume is high enough.

**There is no information on the display and the ringer volume is low.**

Make sure the power adaptor is connected to a working electrical outlet.

**The power is out and the display is blank.**

Meridian 9316 still operates as a regular telephone during a power failure. You can dial using the dial pad and you can receive calls, but the other keys and the display do not operate until the power is restored.

**The display works but you can't hear a dial tone.**

Your telephone lines may be wired differently from the telephone jack. To have a service person correct the wiring, contact your local telephone company or Telecom manager.

**The telephone wobbles.**

Check that the handset cord is placed in the channel between the stand and the telephone.

**You cannot program a memory key.**

Some of the memory keys may be factory-programmed. These keys are locked and cannot be erased or reprogrammed.

# Single Line Calling Features

## Call Forward:

This allows you to manually forward your calls to another on campus telephone number.

*Activate -*

    1) Lift your handset and dial *71

    2) Dial the number to which you wish to forward your telephone then, hang up.

*Cancel -*

    1) Lift your handset and dial#71

    2) You will hear a special confirmation tone, then hang up.

## 3-Way Call/ Call Transfer:

Allows you to set up a conference with two other Parties on or off campus.

*Activate -*

    1) With a call in progress, depress the switchhook to place the caller on hold.

    2) When you hear a dial tone, dial the next number and announce the conference.

    3) Depress the switchhook and all parties are connected in the conference

*Cancel -* If you wish to leave the conversation, simply hang up. The other two parties will remain connected as long as one party is on campus.

## Ring Again:

This notifies you that a previously dialed <u>On Campus</u> number, for which a busy tone was received, is now available to receive calls.

*Activate -*

    1) After reaching a busy signal, depress the switchhook, dial *75 and then hang up.

    2) The phone will alert you that the line is no longer busy by beeping, then lift your handset and the number will automatically be dialed.

*Cancel -* To cancel ring again before the number is free, lift your handset and dial *75.

## Last Number Re-Dial:

Allows you to dial the last number you dialed without entering the phone number again.

*Activate -* Pick up your handset, and press the pound sign twice (#).

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