NORTEL NETWORKS

How the world shares ideas.

Meridian Digital Telephones

M2006
M2008/M2008HF
M2616

User Guide

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Introducing your Meridian Digital Telephone

This guide introduces you to your new Meridian Digital Telephone. It provides you with a description of the controls, and a description of the features that are available to you.

Meridian Digital Telephones

There are three basic models of the Meridian Digital Telephone and the following are features of each type:

M2616

Handsfree

On-Hook Dialing

Message Waiting Indicator

Wall Mount Capability

13 configurable Feature Keys

Volume Control Bar for:

- Ringing Tone
- Buzz Tone
- Speaker
- Handset/Headset
- Handsfree

Support for the following set options:

- 2 x 24 Character Display
- MCA data option to provide integrated voice and data transmission
- External Alerter Interface for high ambient noise environments
- Add-on 22 configurable Feature Key Expansion Modules (2 maximum)
- Analog Terminal Adapter (ATA) for simultaneous use of a fax, modem or other analog device through the ATA's RJ-11 connection.

M2008/M2008HF

Handsfree (on the M2008HF only)

On-Hook Dialing

Message Waiting Indicator

Wall Mount Capability

8 configurable Feature Keys
(7 on the M2008HF)

Volume Control Bar for:

• Ringing Tone
• Buzz Tone
• Speaker
• Handset/Headset
• Handsfree (M2008HF)

Support for the following set options:

• 2 x 24 Character Display
• MCA data option to provide
integrated voice and data transmission
• External Alerter Interface for high
ambient noise environments
• Analog Terminal Adapter (ATA) for
simultaneous use of a fax, modem or
other analog device through the ATA's
RJ-11 connection

M2006

On-Hook Dialing

Message Waiting Indicator

Wall Mount Capability

6 configurable Feature Keys

Volume Control Bar for:

• Ringing Tone
• Buzz Tone
• Speaker
• Handset/Headset

Support for the following set options:

• MCA data option to provide integrated voice and data transmission
• External Alerter Interface for high ambient noise environments
• Analog Terminal Adapter (ATA) for simultaneous use of a fax, modem or other analog device through the ATA's RJ-11 connection

Selecting a position for your Meridian Digital Telephone

Desk Position (Default)

- On Your Desk: Your Meridian Digital Telephone can be placed on your desk so that it is tilted upwards making it easier to see the display.

Wall Mount

- On the wall: The wall mount lets you attach your telephone on the wall by rotating the base. All three Meridian Digital Telephone models can be wall mounted.

- Contact your System Administrator if you wish to change the position of your Meridian Digital Telephone.

Parts of your Meridian Digital Telephone

Message Waiting Light
The Message Waiting light turns on to indicate that a message has been left for you.

LCD Indicator
A steady ▶ means the feature or line is active. A flashing ▶ means the line is on hold or the feature is being programmed.

Meridian Display Option
The Meridian Display Option, with adjustable angle and contrast, shows you features, instructions, and incoming call information. It attaches to the M2008/M2008HF or M2616, and is standard on the M2216ACD.

Release key (Rls)
By pressing ⌨Rls , you can disconnect an active call You may also hang up the handset. ⌨Rls is especially useful for disconnecting handsfree calls.

Hold
By pressing ⌨Hold , you can put an active call on hold. Return to the caller by pressing the extension key beside the flashing ▶.

Microphone
A microphone is an integral part of the M2616 and M2008HF telephone, allowing you to have a telephone conversation without using the handset (Handsfree calling).

Volume Bar
Use ⌨《　　》 to control the volume of the handset and the speaker. Raise the volume by pressing the right side of the bar. Lower it by pressing the left side.

Feature keys
You access telephone features and telephone lines with the feature keys. The keys are labeled for your convenience.

Main Extension key/Primary Directory Number (DN) key
By pressing the lower right-hand key (or lifting the handset), you can make a call on your primary line. The telephone may also have other line keys (The M2006 has only one line key).
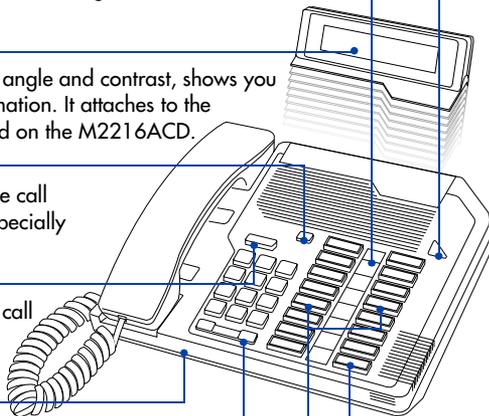
The preceding figure shows the location of the control buttons on your Meridian Digital Telephone. Please refer to the section titled *Your Telephone's Controls*, located near the back of this guide, for information on the functions performed by each of these buttons.

Your telephone's display

Idle screen format

The Meridian M2616 and M2008/M2008HF can be equipped with a 2 x 24 character display module. The idle display, as shown below, gives the current date and time.

```
        24 APR 7:45 P
```
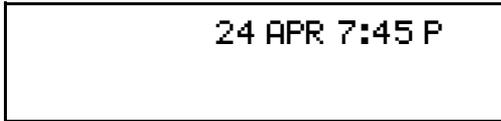
When you go off hook, the time and date disappear and information about your call is displayed.

Calling party information

When your phone rings, information about the incoming call is displayed. The phone number and name of the person calling may appear in the display module if this information is available.

Display options

An additional function of the display is using it to show information when programming various functions. By pressing the **Program** Key, you can scroll through different adjustable features on your telephone. Scroll by using the **Volume Control Bar**.

You may select the following adjustable features:

00 VOLUME ADJUSTMENT	04 IDLE SCREEN FORMAT
01 PREDIAL RECALL	05 LANGUAGE SELECTION
02 CONTRAST ADJUSTMENT	07 DISPLAY DIAGNOSTICS
03 CALL TIMER ENABLE	09 KEY CLICK

Under each of the above possible adjustable features on your display, it will read SELECT OR SCROLL <<< >>>. For instance, if you are displaying 03 CALL TIMER ENABLE, you may select this feature to program it by pushing ⓪ ③ , or you may push the right side of the volume control bar once to scroll to 04 IDLE SCREEN FORMAT or push the left side of the volume control bar once to get to 02 CONTRAST ADJUSTMENT.

Note: Additional adjustable features and screens will be displayed on telephones equipped with the optional Meridian Communications Adapter.

Using Display Options

Volume Adjustment

It is easy to adjust the volume on your telephone by following these steps:

| Program |

1. Press the **Program** Key.

2. Press $\boxed{0}$ then $\boxed{0}$. Follow by pressing $\boxed{1}$ to adjust the ringing tone. Pressing $\boxed{2}$ allows you to adjust the buzzer tone. Press $\boxed{3}$ to adjust the speaker volume. Press $\boxed{4}$ to adjust the volume of the handset and press $\boxed{5}$ "handsfree" (if it is configured.)

| ≪   ≫ |

3. Press the **Volume Control Bar** on the left to reduce the volume; press the volume control bar on the right to increase the volume.

| Program |

4. Press the **Program** Key.

Predial recall

To display the last number predialed:

| Program |

1. Press the **Program** Key.

2. Press $\boxed{0}$ then $\boxed{1}$.

To dial the predialed number, press the **Program** Key then **Lift the handset** or press a **DN** Key to place the call.

Contrast Adjustment

You may need to adjust how light/dark the text is in your display depending on the tilt of your display and the lighting in the environment where the phone is located. Follow these steps to make adjustments:

| Program |

1. Press the **Program** Key.

2. Press $\boxed{0}$ then $\boxed{2}$.

⫷ ⫸

3. Use the **Volume Control Bar** to increase or decrease the contrast .

Program

4. Press the **Program** Key.

Call Timer Enable

Sometimes it is interesting to see how long we stay on the phone with certain customers or fellow employees. Follow these steps to enable the call timer.

Program

1. Press the **Program** Key.

2. Press ⓪ then ③ .

⫷ ⫸

3. Press the **Volume Control Bar** to toggle between CALL TIMER ON and CALL TIMER OFF.

Program

4. Press the **Program** Key when the desired status is visible.

Idle Screen Format

Follow these steps to determine how your idle screen will look:

Program

1. Press the **Program** Key.

2. Press ⓪ then ④ . IDLE FORMAT is displayed along with your current selection.

⫷ ⫸

3. Press the **Volume Control Bar** to scroll though the various formats until you find the one that you like best.

Program

4. Press the **Program** Key.

Language Selection
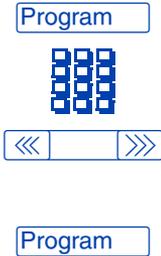
The information on your display can be displayed in one of several languages. Follow these steps to change your display to a different language:

Program

1. Press the **Program** Key.

2. Press ⌞0⌟ then ⌞5⌟.

⪡	⪢

3. Use the **Volume Control Bar** to scroll to a the desired language.

Program

4. Press the **Program** Key.

Display Diagnostics
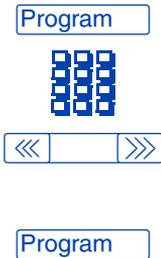
Select Display Diagnostics by following these steps:

Program

1. Press the **Program** Key.

2. Press ⌞0⌟ then ⌞7⌟.

⪡	⪢

3. Scroll through the various test screens using the **Volume Control Bar**.

Program

4. Press the **Program** Key to set diagnostics mode.

Key Click
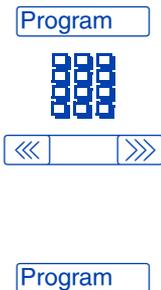
Follow these steps if you want to hear a tone each time you press a dial pad key:

Program

1. Press the **Program** Key.

2. Press ⌞0⌟ then ⌞9⌟.

⪡	⪢

3. Press the **Volume Control Bar** to toggle between KEY CLICK ON and KEY CLICK OFF.

Program

4. Press the **Program** Key when the desired status is visible.

Your telephone's features

Your telephone system administrator assigns features to your programmable feature keys. Whenever this guide describes a procedure that requires special codes or passwords, ask your telephone system administrator to provide these to you.

To use a feature, you will be instructed to press a feature key, or enter an FFC code. You may be provided with Flexible Feature Codes (FFCs), which you will need in order to use some features.   A table is located conveniently in the back of this guide for you to note FFCs.

Not all features are available in your area, and some require additional equipment.

Initiating Calls

There are several ways to initiate a call from your Meridian Digital Telephone depending on the model:

| 2637 | • Via the **DN** Key |

| Handsfree Mute | • Via the **Handsfree Mute** Key |

• Via the **Handset**

Whenever you read "Lift the handset," in this guide, you may alternatively press a DN Key, or Handsfree Mute Key (if so equipped). Each of these actions will give you dial tone.

To call using the dial pad

or

1. **Lift the handset** or press a **DN** Key.

2637

Press a **DN** Key if no free line is selected automatically.

2. **Dial** the number.

Answering Calls

When you receive an incoming call, your telephone rings and the LCD indicator ▶ flashes.

To answer a call, perform one of the following

| Handsfree Mute | • **Lift the handset** |

• **Lift the handset**

• Press the **Handset Mute** Key (Main DN only)

| 2637 | • Press the **DN** Key beside the flashing LCD indicator ▶. |

Placing a call on hold

Use the Hold feature to place a call on hold. An example of where hold would be useful would be to answer a call on a second line without disconnecting from your original call.

To place a call on hold:

| Hold | Press **Hold**. The LCD indicator ▶ flashes beside the line on hold. |

The LCD indicator flashes slowly.

The caller may hear music if this is programmed on your system.

o retrieve a call on hold:

| 2637 | Press the **DN** Key beside the flashing LCD indicator ▶. |

Call Transfer

Use the Transfer feature to redirect a call to a third party.

To transfer a call to another number:

| Transfer |
◀
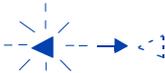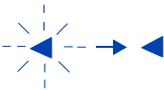
1. Press **Transfer**. The other party is on hold and you hear dial tone. The LCD indicator lights steadily.

2. **Dial** the DN that you want to transfer the call to.

| Transfer |

3. Press **Transfer** again, either when you hear ringing, or after you talk privately to the person you are transferring the call to.

The LCD indicator goes from steady to off.

If the person you are calling is not available:

| 2637 |

Press the **DN** Key beside the flashing LCD indicator ▶. You will be reconnected with the call.

The LCD indicator goes from flashing to steady.

On-hook dialing

On-hook dialing allows you to dial a number without lifting the handset.

To use On-hook dialing:

| 2637 | 1. Press a **DN** Key. |

2. Upon hearing dial tone, **Dial** the number.

3. **Lift the handset** when the called party answers or, if using handsfree, begin talking.

If the number you are calling is busy:

| Rls | **or** | Ring Again |

Press **Release** to release the line, or **Ring Again** if desired.

Predial

Predial allows you to enter and preview a number, making corrections if required, before dialing the number. Not recommended for use on telephones not equipped with a display.

To use Predial:

1. Without lifting the handset or pressing a **DN** Key, **Dial** the number.

2. Preview the number.

3. Use the **Volume Control Bar** to backspace if you need to correct the number.

| 2637 | 4. Press a free **DN** Key to dial the number. |

5. **Lift the handset** when the called party answers, or if using handsfree, begin talking.

Last Number Redial

Last Number Redial allows you to automatically redial the last number you dialed.

To use Last Number Redial:

	• **Lift the handset**.
Last No. or 2637	• Press **Last Number** Key or your **Primary DN** Key. or for Handsfree operation:
2637 2637	• Press your **Primary DN** Key twice.
Handsfree Mute 2637	• Press the **Handsfree Mute** Key followed by your **Primary DN** Key

To use Last Number Redial on an MSL-100 system:

or 2637	• **Lift the handset** or press a **DN** Key.
# #	• Press the **Pound Sign** Key twice.

Handsfree

If your telephone is an M2616 or an M2008HF, you can use the built-in microphone and speaker instead of the handset. At any time during a call, you can switch to the handset by picking it up.

To use Handsfree on a call:

Handsfree Mute	Press the **Handsfree Mute** Key.

To discontinue a Handsfree call:

Rls	Press **Release** to end your call.

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To mute a handsfree call:

> Handsfree
> Mute

1. Press the **Handsfree Mute** Key. The LCD indicator ▶ flashes.

> Handsfree
> Mute

2. Press the **Handsfree Mute** Key again to return to a two-way conversation.

To switch from the handset to Handsfree:

> Handsfree
> Mute

1. Press the **Handsfree Mute** Key.

2. **Replace the handset**.

Group Listening

The group listening feature allows you to listen to a call through the speaker while speaking through the handset, thus allowing a third party(ies) to listen to both sides of the conversation. This feature is not available in all market regions or on MSL-100 systems. Check with your system administrator for availability and information on local laws governing the use of this feature.

To activate group listening:

> Group Listen

While on a call, press the **Group Listen** Key.

To turn group listening off:

> Group Listen **or**

Press the **Group Listen** Key again or **Replace the handset**.

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Making a call

This chapter describes features that you can use when making a call.

Auto Dial

Auto Dial lets you dial a specific telephone number by pressing a feature key.

To store an Auto Dial number:

Auto Dial	1. Without lifting the handset, press **Auto Dial**. The associated LCD Indicator flashes ▶.
	2. **Dial** the number.
Auto Dial	3. Press **Auto Dial** again.

To use Auto Dial:

	1. **Lift the handset** or press a **DN** Key.
Auto Dial	2. Press **Auto Dial**. The stored number is dialed automatically.

To display the Auto Dial number:

Display **or** Inspect	1. Press **Display**. On an MSL-100 system, Press **Inspect**.
Auto Dial	2. Press **Auto Dial**. The number is displayed.

Ring Again

If you receive a busy tone or the person does not answer when trying to reach someone in your office, or in your private network, Ring Again automatically redials that number and lets you know when that person is free, or that the person has used his set.

To use Ring Again:

Ring Again	1. You dial a DN and receive a busy tone or no answer. Press **Ring Again**.

2. **Replace the handset** or press **Release**.

When the number you want to reach is free, or the person has re-used his set, you hear the Ring Again signal.

3. **Lift the handset** or press a **DN** Key.

Ring Again

4. Press **Ring Again** to automatically redial the number.

To cancel Ring Again:

Ring Again

Press **Ring Again**.

Speed Call

Speed Call allows you to dial frequently-called telephone numbers using a brief code to represent the number. The codes are one, two, or three digits long (i.e. 000-999). See your telephone system administrator for a list of the Speed Call codes.

Only a telephone that has been designated as a Speed Call Controller telephone can program the numbers to be stored.

To store a Speed Call number:

Speed Call

1. Press **Speed Call**.

2. **Dial** the code to be added to the Speed Call list.

3. **Dial** the access code (if required), internal, external, or long-distance telephone number.

Speed Call

4. Press **Speed Call** again.

To change a Speed Call number:

Speed Call

1. Press **Speed Call**.

2. **Dial** the Speed Call code that you want to change.

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3. **Dial** the new access code (if required), internal, external, or long-distance telephone number.

Speed Call

4. Press **Speed Call** again.

To delete a Speed Call number:

Speed Call

1. Press **Speed Call**.

2. **Dial** the Speed Call code that you want to delete.

*

3. Press **Star**.

Speed Call

4. Press **Speed Call** again.

To make a Speed Call:

1. **Lift the handset** or press a **DN** Key.

Speed Call

2. Press **Speed Call**.

3. **Dial** the Speed Call code.

Speed Call on Private Lines

Speed Call on Private Lines allows you to access a Private Line trunk and make a speed call.

To use Speed Call on Private Lines:

Private Line

1. Press **Private Line**.

2. **Lift the handset** or press a **DN** Key.

Speed Call

3. Press **Speed Call**.

4. **Dial** the Speed Call code of the number you want to dial.

System Speed Call

System Speed Call lets you dial Speed Call codes and override all restrictions on the telephone during the call. See Speed Call for more information on setting up speed call codes.

To make a System Speed Call:

1. **Lift the handset** or press a **DN** Key.

Sys Speed

2. Press **Sys Speed Call**.

3. **Dial** the Speed Call code of the number you want to dial.

Call Page

Call Page allows you to make an announcement over your paging system by dialing the page trunk access code.

Attendant consoles using the Page Key override telephones, which are then disconnected and must re-access the paging trunk.

To use the Call Page feature:

1. **Lift the handset** or press a **DN** Key.

2. **Dial** the paging trunk access code.

You are connected to the paging system.

To disconnect:

or Rls

Replace the handset or press **Release**.

Override

You can override a busy signal and interrupt another call. This feature is called Busy Override on the MSL-100.

To override a busy/engaged signal:

1. You **dial** a telephone number and hear busy signal.

   Override

2. Press **Override**. The people on the call in progress hear a tone for approximately one second; the three of you are then connected together. A short tone repeats every 16 seconds.

Override, Enhanced

Enhanced Override allows you to override an ongoing call after you have attempted a Forced Camp-on. Use Enhanced Override when making either a simple call or a consultation call (i.e., place a call on hold and call another party).

To use Enhanced Override:

1. You **dial** a telephone number and hear a busy signal.

   Override

2. Press **Override** to initiate a Forced Camp-on. If either of the people on the call disconnects at this time, you receive a fast busy signal.

   Override

3. Press **Override**. The people on the call in progress hear a tone for approximately one second; the three of you are then connected together. If anyone disconnects, the other two persons will remain connected.

Stored Number

The Stored Number feature allows you to store a single telephone number that you can dial quickly. You can easily change the stored number.

To store a number when you're not on a call:

| Stored No. | 1. Without lifting the handset, press **Stored No**. |

2. **Dial** the number.

| Stored No. | 3. Press **Stored No** again. Any number previously stored is replaced. |

To store a number when you're on a call:

| Stored No. | After you dial the number, press **Stored No**. |

To display the stored number:

| Display | 1. Press **Display**. |

| Stored No. | 2. Press **Stored No**. The number is displayed. |

To call the stored number:

1. **Lift the handset** or press a **DN** Key .

| Stored No. | 2. Press **Stored No**. |

Buzz

Two telephones may be linked, allowing one person to notify another person. The person to whom your telephone is linked hears a "buzz". Use this feature to indicate a call, a visitor, or a request.

To buzz the person whose telephone is linked to yours:

| Buzz | Press **Buzz** The other telephone buzzes as long as you hold down the key. |

Forced Camp-on

Forced Camp-on allows your telephone to automatically ring another telephone as soon as it disconnects from its current call. Forced Camp-on allows both internal and external calls to be camped on; Camp-on allows only external calls to be camped on.

To use Forced Camp-on:

1. **Dial** a telephone number and hear a busy signal.

Override

2. Press **Override** to initiate a Forced Camp-on. If either of the persons on the call disconnect at this time, you will hear a busy tone People on the call will hear a tone and you will receive ringback.

    When the person you are trying to reach ends the current call, their set will ring.

3. The person lifts the handset and the call is connected.

Call Charge/Forced Charge

Call Charge allows you to charge a call to a specific account. Forced Charge allows you to charge long distance calls from telephones that are restricted to local calls.

To charge a local or long distance call to an account before you dial:

1. **Lift the handset** or press a **DN** Key.

Charge

2. Press **Charge**, or enter the **Call Detail Recording FFC**, or enter the **SPRE code** followed by $\boxed{5}$.

3. **Dial** the charge account number.

4. Upon hearing dial tone, **Dial** your call.

To charge a call in progress:

| Transfer | **or** | Conference |

1. Press **Transfer** or **Conference**.

| Charge | **or** |

2. Press **Charge**, or enter the **Call Detail Recording FFC**, or enter the **SPRE code** followed by [5].

3. **Dial** the charge account number.

| 2637 |

4. Press the **DN** Key to return to your call.

To charge a call to an account when you transfer a call:

| Transfer |

1. Press **Transfer**. The call is on hold.

| Charge | **or** |

2. Press **Charge**, or enter the **Call Detail Recording FFC**, or enter the **SPRE code** followed by [5].

3. **Dial** the charge account number.

4. When you hear dial tone, **Dial** the number you want the call transferred to.

| Transfer |

5. Press **Transfer** when you hear ringing, or after you talk privately to the person you are transferring the call to.

To charge a call to an account when you add someone to a conference call:

| Conference |

1. Press **Conference**. The call is on hold.

| Charge | **or** |

2. Press **Charge**, or enter the **Call Detail Recording FFC**, or enter the **SPRE code** followed by [5].

3. **Dial** the charge account number.

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4. **Dial** the party you want to add to the conference.

Conference

5. Press **Conference**.

Hot Line

The system administrator can program a Hot Line telephone number that is dialed automatically.

To use Hot Line:

Hot Line

Press **Hot Line**. The Hot Line number is dialed automatically.

or

If your main DN is a Hot Line, **Lift the handset**. The Hot Line number is dialed automatically.

Radio Paging

Your Meridian 1 system may be equipped with an on-site Radio Paging system. If you stay on the line, the paged person may answer the call by entering a special Paging "Meet - me" code from any DN.

Note: This feature is not available in all areas or on all systems.

Radio Paging Access

Automatic Pre - selection ("Meet - me" paging).

You wish to contact a person. They are either busy on a call or you wish to page someone without calling their DN. You wish to directly alert their radio paging device.

1. **Lift the handset** or press a **DN** Key.

2. **Dial** the Radio Paging **FFC**. You hear paging dial tone.

3. **Dial** the DN of the party to be paged. You hear ringback tone.

While ringback is heard, the person you have paged may proceed to any DN and enter a Radio Paging Answer code plus their own DN to be connected directly to you.

If your call is not answered within a preset time period you will hear a continuous high pitched tone for fifteen seconds, then silence. **Replace the handset** or press **Release** and try again later.

Automatic Post - selection

The called party is either busy on the telephone or away from the desk.

To page the called party there is no need to make a new call.

Radio Page

1. Press **Radio Page**. You hear special dial tone.

2. **Dial** the Radio Paging Access **FFC**. You hear ringback.

There is no need to redial the DN number of the called party in order to page them.

While ringback is heard, the person you have paged may proceed to any DN and enter a Radio Paging Answer code plus their own DN to be connected directly to you.

If your call is not answered within a preset time period you will hear a continuous high pitched tone for fifteen seconds, then silence. **Replace the handset** or press **Release** and try again later.

Special Radio Paging Features

If you carry a Radio Pager, you will receive a paging indication when another telephone user accesses the Radio Paging system and dials your DN.

If the Radio Paging system is set up to function in "Meet - me" mode, you may answer the paging call from any DN and

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be connected to the person who has paged you.

1. **Lift the handset** or press a **DN** Key on any telephone on the system (as long as it is not a hotline, private line, or a manual line telephone). You hear dial tone.

2. **Dial** the Radio Paging Answer **FFC**. You hear paging tone.

3. **Dial** your own DN. You are connected to the paging caller. If the paging caller has hung up you will hear a steady high pitched tone (Number Unavailable tone).

Voice Call

You can page another person or make an announcement through another telephone's speaker.

To make a voice call:

1. **Lift the handset** or press a **DN** Key.

Voice Call   2. Press **Voice Call**.

3. Make your announcement.

4. **Replace the handset** or press **Release**.

To respond to a voice call:

Your telephone rings once and you hear the caller's voice through the speaker. **Lift the handset** or press a **DN** Key and begin speaking.

Receiving a call

This chapter describes features that you can use when receiving a call.

Call Waiting

If the attendant routes an outside call to you when you are already on a call, Call Waiting lets you put your current call on hold, allowing you to answer the outside call.

Note: If your system is equipped with the Autohold feature, use of the hold key is not required.

To answer an incoming call during a telephone call:

| Hold |

1. Press **Hold** when you hear a tone and the call waiting indicator flashes during a telephone call.

| Call Wait |

2. Press **Call Wait** to answer the incoming call.

To return to your first telephone call:

| Hold | **or** | Rls |

1. Press **Hold** if you want to put the second call on hold, or **Release** to end the second call.

| 2637 |

2. Press the **DN** Key associated with the first call.

To answer an incoming call during a telephone call without the Call Waiting Key:

| Rls |

1. If you don't have a **Call Wait** Key and you hear the Call Waiting tone, end your current call and **Replace the handset** or press **Release**.

| 2637 |

2. When the telephone rings, press the **DN** Key beside the flashing LCD indicator ▶ to answer the incoming call.

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Call Pickup (for Meridian 1)

Using Call Pickup, you can answer a ringing telephone from any telephone in your Pickup Group or another Pickup Group.

To answer a ringing call in your own Call Pickup group:

1. **Lift the handset** or press a **DN** Key.

Call Pickup **or**

2. Press **Call Pickup**, or enter your **SPRE code** followed by 3 , or enter the **Call Pick Up FFC**.

To answer a ringing call in another Call Pickup group:

1. **Lift the handset** or press a **DN** Key.

Grp Pickup **or**

2. Press **Group Pickup**, or enter your **SPRE code** followed by 9 4 , or enter the **Group Pick Up FFC**.

3. **Dial** the pickup group number of the ringing telephone.

To answer a ringing call at a specific extension in any pickup group:

1. **Lift the handset** or press a **DN** Key.

DN Pickup **or**

2. Press **DN Pickup**, or enter your **SPRE code** followed by 9 5 , or enter the **DN Pick Up FFC**.

3. **Dial** the **DN** of the ringing telephone.

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Call Pickup (for Meridian SL-100)

Using Call Pickup, you can answer a ringing telephone from any telephone in your Pickup Group or another Pickup Group.

To answer a ringing call in your own Call Pickup Group:

and   1. **Lift the handset** and press a **DN** Key.

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Call Pickup **or**   2. Press **Call Pickup**, or enter your **Call Pickup feature access code**.

To answer a ringing call in another Call Pickup Group:

and   1. **Lift the handset** and press a **DN** Key.

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Call Pickup **or**   2. Press **Call Pickup**, or enter your **Call Pickup feature access code**.

3. **Dial** the call pickup group number of the ringing telephone.

To answer a ringing call at a specific extension in any pickup group:

and   1. **Lift the handset** and press a **DN** Key.

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2. Enter your **Directed Call Pickup feature access code**.

3. **Dial** the call pickup group number or the **DN** of the ringing telephone.

Timed Recall Reminder

Timed Reminder Recall rings your telephone after a period of time to remind you of a transferred call that has not yet been answered.

To use the Timed Reminder Recall:

[Transfer]

1. Press **Transfer**. The call is placed on hold and you hear dial tone.

2. **Dial** the number to which you want to transfer the call.

[Transfer]

3. When you hear ringback tone, press **Transfer** again.

   If the transferred call is not answered, your telephone rings.

To Answer a recall:

1. When your telephone rings, **Lift the handset** or press a **DN** Key. You are connected to the original caller.

[Transfer]

2. Press **Transfer** to repeat the transfer, if desired.

Automatic Answerback

When Automatic Answerback is activated, your set automatically answers in Handsfree mode after one ring.

This feature is not supported on the M2006 and M2008/M2008HF.

To activate Automatic Answerback:

[Auto Ans]

Press **Auto Ans**. The LCD indicator ▶ turns on.

When Automatic Answerback is active, calls are not routed to your voice message service, if provided.

To deactivate Automatic Answerback:

[Auto Ans]

Press **Auto Ans** again. The LCD Indicator ▶ turns off.

During a call

This chapter describes features that you can use during your call.

Call Transfer

Call Transfer allows you to transfer a call to another number.

To transfer a call while on a call:

| Transfer | 1. Press **Transfer**. The call is placed on hold and you hear dial tone. |

2. **Dial** the number to which you want to transfer the call.

| Transfer | 3. Press **Transfer** again, either when you hear ringback, or after you talk privately to the person to whom you are transferring the call. |

If the person you are calling is not available:

| Rls | 1. Press **Release**. |

| 2637 | 2. Press the **DN** Key beside the flashing LCD indicator ▶. |

Timed Reminder Recall

Timed Reminder Recall rings your telephone after a period of time to remind you of a transferred call that has not yet been answered. (Not available on MSL-100)

To use Timed Reminder Recall:

| Transfer | 1. Press **Transfer**. The call is placed on hold and you hear dial tone. |

2. **Dial** the number to which you want to transfer the call.

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Transfer	3. Press **Transfer** again or replace the handset before the extension answers. This starts the recall timer

Note: If the person to whom the call is transferred answers, the recall timer stops.

If the transferred call is not answered, your telephone rings:

1. **Lift the handset** or press a **DN** Key. You are connected to the original caller. The extension to which you transferred the call will continue to ring.

Transfer	2. Press **Transfer** and repeat the transfer (to a different DN), if desired.

If the person to whom you are transferring the call answers while you are on the line, a conference call is set up between the three of you. **Replace the handset** or press **Release** to complete the transfer. Check with your system administrator about the length of your recall timer.

Auto Dial Transfer

Auto Dial Transfer allows you to use your Auto Dial Key to transmit digits to the central office after a Trunk Switchhook Flash. You must be on a central office/exchange (CO) trunk call from or to a CO which offers Centrex- or exchange line-type features.

To use Auto Dial Transfer when you pick up an incoming trunk call:

Trunk Switchhook Flash	1. Press **Trunk Switchhook Flash** and wait for interrupted dial tone.
Auto Dial	2. Press **Auto Dial** to call the number desired.
	3. **Replace the handset** or press **Release** to end the call.

Call Park

Call Park allows a call to be held temporarily, then to be retrieved from any other **DN**. You can park an incoming call and then page the called party, without tying up a line. Your office may have a System Park **DN** where most calls are automatically parked.

If configured networkwide, Call Park can be used across networks.

To park a call on the System Park Extension or your own DN:

| Park |
| Park |

Press **Park** twice. If there is a System Park **DN**, the call is parked on it. Otherwise, it is parked on your **DN**.

Note: for MSL-100 Press **Park** once and the call is parked

To park a call on a DN other than the System Park Extension or your own DN:

| Park |

1. Press **Park**.

2. **Dial** the **DN**.

| Park |

3. Press **Park** again.

Note: MSL-100 uses **Directed Call Park** (DCPK)

To park a call using the SPRE code or FFC:

| Transfer | **or** | Conference |

1. Press **Transfer** or **Conference**.

2. **Dial** the **SPRE code** followed by ⁷ ¹, or enter the **Call Park FFC**.

3. If you don't want the System Park Extension or your own **DN**, **Dial** a **DN**.

| Transfer | **or** | Conference |

4. Press **Transfer** or **Conference** again.

Note: MSL-100 uses **Conference** only.

To retrieve a parked call:

1. **Lift the handset** or press a **DN** Key.

Park

2. Press **Park**, or enter the **SPRE code** followed by ⑦ ②, or enter the **Call Park FFC**.

3. **Dial** the **DN** where the call is parked.

If you park a call and it isn't answered within a specified period of time, it rings back to your telephone or to the attendant. Check with your system administrator to determine your specified period of time.

Attendant Recall

The Attendant Recall feature allows you to contact an attendant during a call and connect the call to the attendant.

To contact the attendant during a call:

Att Recall

1. Press **Attendant Recall** during a call.

2. Stay on the line until the attendant answers.

3. When you **Replace the handset or Press Release**, the caller remains connected to the attendant.

Meridian 1 Display/MSL-100 Inspect

When you are on an active call, you can identify a second incoming caller with the Display (Meridian 1)/Inspect (MSL-100) feature. Meridian 1 systems may be equipped with "Automatic Set Display". This feature automatically updates your telephone's display with the information on the incoming call.

To view the name or number of a second caller while on a call in progress:

1. While on a call, you hear the call waiting tone.

Display **or**
Inspect

2. Press **Display**.
On MSL-100, press **Inspect**.

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| 2637 | 3. Press the **DN** Key beside the flashing LCD indicator ▶. Information about the call is displayed in the Display Module. |

Displaying the second caller's name does not interfere with the current call in progress. You can also press the Display Key followed by the Forward Key or an Auto Dial Key to view the number stored on the key.

Call Charge

With the Call Charge feature, you can create a charge account record and/or charge a call to an incoming number.

While on a call, to record the caller's number for accounting purposes:

| Call Charge | 1. Press **Call Charge**. You hear three beeps followed by dial tone. The other party is on hold. |

| ⊞ | 2. **Dial** a charge account number or the caller's number. |

| Call Charge | 3. Press **Call Charge** again to return to the call. |

On Hold on Loudspeaker

The On Hold on Loudspeaker feature allows users such as commodities brokers to monitor one (with the optional Loudspeaker) or several (with the Speech Monitor) stock markets, for example, while talking to one or more customers using the handset. (A Speech Monitor works like a Loudspeaker, but can handle up to eight channels.) At any time, the user can enter the call being monitored on the Loudspeaker or Speech Monitor unit.

This feature requires additional equipment.

To use On Hold On Loudspeaker:

| Hold | 1. Place the call on **Hold**. |

| Loudspeaker | 2. Press **Loudspeaker**. |

| 2637 | 3. Press the **DN** Key associated with the call on hold. The call on hold is put on the Loudspeaker and is heard publicly. |

To talk privately to the party on the Loudspeaker:

Use the handset on the Loudspeaker (if provided).

While the Loudspeaker is active, any other call is maintained on the handset. More than one call can be put on hold, but only one call at a time can be placed on the Loudspeaker.

To use On Hold On Loudspeaker on the Speech Monitor:

| Hot Line |

1. Make a call from **Hot DN** or the **DN** of the Speech Monitor.

| Hold |

2. Place the call on **Hold**. The Speech Monitor is automatically activated.

To talk privately to one of the parties on the Speech Monitor

Take the call on the handset of the phone.

This conversation will not be heard on the Loudspeaker. Any other user with a Speech Monitor DN on their set can enter the call by establishing a Multiple Appearance Conference.

To disconnect a call from the Speech Monitor:

Replace the handset or press **Release** while the call is active.

To disconnect from the Speech Monitor:

Switch off the Speech Monitor.

Malicious Call Trace

Malicious Call Trace provides a way for you to trace nuisance calls within your system.

While you are on a call:

| Trace | Press **Trace**. |

If you do not have a trace button:

Transfer **or** Conference	1. Press **Transfer** or **Conference**.
(keypad)	2. **Dial** the **Trace FFC,** or **SPRE code** followed by 8 3 .
2637	3. Press the **DN** Key beside the flashing LCD indicator to return to the call.

Centrex/Exchange Switchhook Flash

Centrex/Exchange Switchhook Flash allows you to signal the Central Office/Exchange (CO) during an established call to use a Centrex service such as call transfer or three-way calling. Since CO features are designed into the MSL-100 PBX, this feature is not applicable to the MSL-100.

To use Centrex/Exchange Line Switchhook Flash:

| Trunk Switchook Flash | 1. Press **Trunk Switchhook Flash**. You hear special dial tone. |
| (keypad) | 2. **Dial** the codes for your custom Centrex feature. |

While you are away from your desk

This chapter describes features that you may wish to use when you are away from your desk.

Call Forward

Call Forward allows you to transfer all your calls so that they ring at another **DN**. You cannot forward calls while your telephone is ringing.

To forward all your calls:

| Forward | 1. Press **Forward**. The LCD indicator ▶ flashes. |

2. **Dial** the **DN** that you want to forward your calls to.

| Forward | 3. Press **Forward**. The LCD indicator ▶ remains on. |

To cancel Call Forward:

| Forward | Press **Forward**. The LCD indicator ▶ turns off. |

To reinstate Call Forward to the same number:

| Forward |
| Forward |

Press **Forward** twice. The LCD indicator ▶ turns on again.

To display the number to which you are currently forwarding your internal calls (on telephones equipped with an appropriate display):

| Display | or | 1. Press **Display**. On the MSL-100, press **Inspect**. |
| Inspect |

| Forward | 2. Press **Forward**. The number is displayed. |

You can forward calls to Meridian Mail by using the Meridian Mail DN as your Call Forward DN.

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Call Forward - Internal

Call Forward—Internal allows only calls originating at internal DNs to ring at another DN. Calls originating outside your Meridian 1 system will still ring at your telephone. You cannot forward calls while your telephone is ringing.

To forward your internal calls:

Int Forward

1. Press **Internal Call Forward**. The LCD indicator ▶ flashes.

2. **Dial** the **DN** that you want to forward your calls to.

Int Forward

3. Press **Internal Call Forward**. The LCD indicator ▶ remains on.

To cancel Internal Call Forward:

Int Forward

Press **Internal Call Forward**. The LCD indicator ▶ turns off.

To reinstate Call Forward to the same number:

Int Forward
Int Forward

Press **Internal Call Forward** twice. The LCD indicator ▶ turns on again.

To display the number to which you are currently forwarding your internal calls (on telephones equipped with an appropriate display):

Display **or**
Inspect

1. Press **Display**.
    On MSL-100, press **Inspect**.

Int Forward

2. Press **Internal Call Forward**. The number is displayed.

    You can forward calls to Meridian Mail by using the Meridian Mail DN as your Call Forward DN.

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Remote Call Forward

Remote Call Forward allows you (from any telephone other than your own) to forward your calls to any telephone.

To activate Remote Call Forward:

1. **Lift the handset** or press a **DN** Key.

2. If you are calling from a telephone outside the system, first **Dial** the Direct Inward System Access (DISA) number and wait for the dial tone.

3. **Dial** the **Remote Call Forward Activate FFC**.

4. **Dial** your Electronic Lock password . (See "Electronic Lock" on page 42.)

5. **Dial** your **DN**.

6. **Dial** the number of the telephone to which you want your calls forwarded. If the number you are forwarding calls to is invalid, you will hear a fast busy signal.

7. Press the **Pound Sign** Key.

If you want to forward calls to a previously programmed telephone number, skip step 6, above.

To cancel Remote Call Forward:

1. **Lift the handset** or press a **DN** Key.

2. If you are calling from a telephone outside the system, first **Dial** the Direct Inward System Access (DISA) number and wait for the dial tone.

3. Enter the **Remote Call Forward Deactivate FFC**.

4. **Dial** your Electronic Lock password. (See "Electronic Lock" on page 42.)

5. **Dial** your **DN**.

6. Press the **Pound Sign** Key.

To verify Remote Call Forward:

1. **Lift the handset** or press a **DN** Key.

2. If you are calling from a telephone outside the system, first **Dial** the Direct Inward System Access (DISA) number and wait for the dial tone.

3. Enter the **Remote Call Forward Verify FFC**.

4. **Dial** your Electronic Lock password. (See "Electronic Lock" on page 42.)

5. **Dial** your **DN**.

6. **Dial** the **DN** of the telephone you are forwarding to.

7. Press the **Pound Sign** Key.

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Call Forward Destination Deactivation

Call Forward Destination Deactivation allows you to deactivate the Call Forward All Calls feature on a telephone which has been forwarded to your telephone.

To lock your telephone:

1. **Lift the handset** or press a **DN** Key.

2. **Dial** the **Call Forward Destination Deactivation FFC**.

3. **Dial** the **DN** of the telephone for which you wish to deactivate Call Forward All Calls.

4. Press the **Pound Sign** key.

   You will receive confirmation tone indicating that you were successful in deactivating Call Forward at the other telephone.

Electronic Lock

You can lock your telephone with a password so that no one can make external calls from your office. This feature does not prohibit calls to internal extensions. The lock consists of a password which you may change.

To lock your telephone:

1. **Lift the handset** or press a **DN** Key.

2. **Dial** the **Lock FFC**.

3. **Dial** your electronic lock password.

4. If you are using someone else's telephone, **Dial** your **DN**.

5. **Replace the handset** or press **Release**.

To unlock your telephone:

1. **Lift the handset** or press a **DN** Key.

2. **Dial** the **Unlock FFC**.

3. **Dial** your electronic lock password.

4. If you are using someone else's telephone, **Dial** your **DN**.

5. **Replace the handset** or press **Release**.

To change your electronic lock password:

1. **Lift the handset** or press a **DN** Key.

2. **Dial** the **Electronic Lock Password Change FFC**.

3. **Dial** the current password for your telephone.

4. **Dial** the new password you wish to use.

5. **Dial** the new password again.

If you hear a fast busy signal you may have misdialed:

Replace the handset or press **Release** and try again.

You can only change your password from your telephone. Password change is not supported from a remote set.

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Intercom

You can use the Intercom feature to call a member of your intercom group.

To make an Intercom call:

1. **Lift the handset** or press a **DN** Key.

Intercom

2. Press **Intercom**.

3. **Dial** the one- or two-digit code for the intercom group member you wish to call.

To answer an intercom call when you are on a line other than your intercom group line:

Hold **or** Rls

1. Press **Hold** to put the current call on hold, or press **Release** to terminate the call.

Intercom

2. Press **Intercom** and begin speaking.

To talk with more than one person

This chapter describes features which allow you to talk with more than one person at the same time.

Conference

You can set up a conference call for up to three (or six) people, including yourself. Contact your telephone system administrator to find out the maximum number of persons you can join in a conference call on your system.

To set up a conference call:

Conference

1. While on a call, press **Conference**. The other party is on hold and you hear dial tone.

2. **Dial** the next number to add to the conference. When the call is answered, you may talk privately with the person before they join the conference.

Conference

3. Press **Conference** again to join all callers.

   If necessary, repeat the procedure to include up to six people in the conference.

If the person you are adding to the conference is not available:

Rls

1. Press **Release**.

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2. Press the **DN** Key with the flashing ▶ .

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Selectable Conferee Display and Disconnect

You can view the list of active conferees by using the Conferee Selectable Display key and disconnect any party that has been added to the conference call. This feature is not available on the MSL-100.

To view active conferees:

Conf Display	1. While on a conference call, press the **Conferee Selectable Display** key. The LCD indicator ▶ turns on. With each key press, the screen changes to show a different active conferee. **Note:** This action has no effect on the displays of the other telephones involved in the conference.
Rls	2. Press the **Release** key . If configured, the Conference Count Display returns. The LCD indicator ▶ turns off.

To disconnect a conferee:

Conf Display	1. While on a conference call, press the **Conferee Selectable Display** key. The LCD indicator ▶ turns on. Continue to press the key until the conferee that is to be disconnected is displayed on the screen.
2637	2. Press the **DN** Key on which the conference call is established. The selected conferee is disconnected from the call.
Conf Display	3. If there are additional conferees to be disconnected, press the **Conferee Selectable Display** key until the conferee that is to be disconnected is displayed on the screen.
Rls	4. Press the **Release** key . If configured, the Conference Count Display returns and is updated to reflect the revised total count of conferees. The LCD indicator ▶ turns off.

Group Call

Group Call automatically calls members of a predefined group, one at a time, until they have all answered. Ask your system administrator for details on creating a conference call group.

To call group members:

1. **Lift the handset** or press a **DN** Key.

Group Call

2. Press **Group Call** or enter the **Group Call FFC**. The group members are called automatically. The LCD indicator ▶ beside the Group Call Key flashes until all members have answered.

Their phone numbers appear on the display as they answer. When the last person answers, the Group Call indicator lights steadily.

When a person in your group is on another call on the DN the incoming group call is on, the group call is put in Camp-on or Call Waiting mode.

When a person in your group is on a conference call or another group call, he or she is not connected to your group call.

After all the people in the group have answered, only the person who made the group call can put the call on hold.

To answer a Group Call:

Lift the handset or press a **DN** Key.

If you are on a call and you hear three 10-second tones through the handset or speaker, you are being notified of an incoming group call on your current DN.

If you are on a call on another telephone in your group when a group call is made, you hear a long tone through the handset or speaker.

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If you are on a conference call or a group call when another group call comes in, you are not notified of the second call.

To end a Group Call:

Replace the handset or press **Release**.

When the person who made the group call disconnects, all the members of the group are disconnected from the call. However, the other members can disconnect at any time during the call without affecting the call.

Call Join

To connect a call on hold (on a different line) to your current call:

1. You are currently on a call.

Conference

2. Press **Conference**.

Call Wait

3. Press the key that has the other call on hold, e.g. **Call Wait,** or **DN** Key.

Conference

4. Press **Conference**.

The person on hold joins your conversation.

Privacy Release

Privacy Release allows one or more people who share your DN to join your call. This feature is not available on the MSL-100.

To use Privacy Release:

Priv RLS

Press **Privacy Release** during a call. One person can now join in by pressing the **DN** Key beside the flashing ▶.

Repeat Step 1 above to join additional appearances of the DN.

Working without interruption

This chapter describes features that allow you to avoid receiving calls.

Call Forward

Call Forward allows you to transfer all your calls so that they ring at another **DN**. You cannot forward calls while your telephone is ringing.

To forward all your calls:

Forward	1. Press **Forward**. The LCD indicator ▶ flashes.
[keypad]	2. **Dial** the **DN** that you want to forward your calls to.
Forward	3. Press **Forward**. The LCD indicator ▶ remains on.

To cancel Call Forward:

Forward	Press **Forward**. The LCD indicator ▶ turns off.

To reinstate Call Forward to the same number:

Forward Forward	Press **Forward** twice. The LCD indicator ▶ turns on again.

To display the number to which you are currently forwarding your internal calls (on telephones equipped with an appropriate display):

Display or Inspect	1. Press **Display**. On the MSL-100, press **Inspect**.
Forward	2. Press **Forward**. The number is displayed.
Display	3. If you want to clear the display, press **Display** again.

You can forward calls to Meridian Mail by using the Meridian Mail DN as your Call Forward DN.

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Make Busy

Make Busy allows you to make your telephone appear busy to all callers.

To make your telephone appear busy:

Make Busy   Press **Make Busy**.

To receive calls again:

Make Busy   Press **Make Busy** again.

Hospitality features

These hospitality features are intended primarily for hotel operations use.

Automatic Wake-Up on Your Own Telephone

Although normally used as a hotel feature, Automatic Wake-up may be useful to business users who require a timed reminder call feature. From your telephone you may program the Meridian 1 system to automatically place a call to you at a predetermined time. When you answer the call, you will hear recorded music for up to thirty seconds followed by a prerecorded announcement, or the attendant.

To enter the time for a wake-up call:

1. **Lift the handset** or press a **DN** Key.

2. **Dial** the **Wake-Up Request FFC**.

3. **Dial** the wake-up time in a 24-hour format (hh mm).

   Note: In 24-hour format, 7:30 AM is entered as 0730; 9:45 PM is 2145.

4. **Replace the handset** or press **Release**.

To cancel a wake-up call:

1. **Lift the handset** or press a **DN** Key.

2. **Dial** the **Wake-Up Cancel FFC**.

3. **Replace the handset** or press **Release**.

To verify the time for the wake-up call:

1. **Lift the handset** or press a **DN** Key.

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2. **Dial** the **Wake-Up Verify FFC**.

3. **Dial** the wake-up time in a 24 hour format (hh mm). If it is correct, you hear a confirmation tone.

   Note: In 24-hour format, 7:30 AM is entered as 0730; 9:45 PM is 2145.

4. **Replace the handset** or press **Release**.

Message Registration

If your telephone is equipped with a display, you can read, change, or reset meters that log hotel telephone calls.

To read meters:

Msg Reg   1. Press **Message Registration**.

2. **Dial** the room **DN**.

Msg Reg   3. Press **Message Registration** again.

To change a meter:

Msg Reg   1. Press **Message Registration**.

2. **Dial** the room **DN**.

3. **Dial** the correct meter count.

*   4. Press **Star**.

Msg Reg   5. Press **Message Registration**.

To reset a meter to zero:

Msg Reg   1. Press **Message Registration**.

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2. **Dial** the room **DN** number.

3. Press **Star**.

⎡Msg Reg⎤   Press **Message Registration**.

Maid Identification

Maid ID makes it easier to keep track of which maids clean which rooms. The maid enters the information from the telephone in each room.

To enter cleaning status:

1. **Lift the handset** or press a **DN** Key.

2. **Dial** the **Maid ID FFC**.

3. **Dial** one of the following cleaning status codes:

   ⎡1⎤ = cleaning requested
   ⎡2⎤ = cleaning in progress
   ⎡3⎤ = room cleaned
   ⎡4⎤ = room passed inspection
   ⎡5⎤ = room failed inspection
   ⎡6⎤ = cleaning skipped
   ⎡7⎤ = not for sale

   You hear interrupted dial tone.

4. Press **Star**.

5. **Dial** the Maid ID. If you enter the wrong Maid ID, press **Pound Sign** and then reenter the ID.

6. Press **Pound Sign**.

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7. **Replace the handset** or press **Release**.

Room Status

Room Status lets you read the status of a room using the Display Module.

To read the status of a room:

Status

1. Press **Status**.

2. **Dial** the **DN** for the room. The **DN** is displayed followed by a two-digit code.

The first digit indicates the **occupancy status**:

0 = room vacant
1 = room occupied

The next digit indicates the **cleaning status** of the room:

1 = cleaning requested
2 = cleaning in progress
3 = room cleaned
4 = room passed inspection
5 = room failed inspection
6 = cleaning skipped
7 = not for sale

Status

3. Press **Status** again.

To change the status of a room:

| Status | 1. Press **Status**. |

2. **Dial** the **DN** for the room. The **DN** is displayed followed by a two-digit code.

The first digit indicates the **occupancy status**:

0 = room vacant
1 = room occupied

The next digit indicates the **cleaning status** of the room:

1 = cleaning requested
2 = cleaning in progress
3 = room cleaned
4 = room passed inspection
5 = room failed inspection
6 = cleaning skipped
7 = not for sale

3. **Dial** the **status code** you want to assign to the room. A three-digit code appears. The first digit indicates the occupancy status. The second digit is the old cleaning status, and the third is the new cleaning status you just entered.

| Status | 4. Press **Status** again. |

Automatic Wake-Up for a Guest (Option 11C Compact)

From your telephone you may program the Meridian 1 Option 11C Compact
telephone system to automatically place a call to your guest at a predetermined
time. When the guest answers the call, they will hear recorded music for up to
thirty seconds followed by a prerecorded announcement, or the attendant.

To enter the time for a wake-up call:

| Wake-Up | 1. Press the **Wake-Up** key. |

2. **Dial** the guest's extension number.

| # | 3. Press **Pound Sign**. |

4. **Dial** the wake-up time in a 24-hour format (hh mm).

| Wake-Up | 5. Press the **Wake-Up** key. |

To cancel a wake-up call:

| Wake-Up | 1. Press the **Wake-Up** key. |

2. **Dial** the guest's extension number.

| # | 3. Press **Pound Sign**. |

| Wake-Up | 4. Press the **Wake-Up** key. |

To verify the time for the wake-up call:

| Wake-Up | 1. Press the **Wake-Up** key. |

2. **Dial** the guest's extension number.

| # | 3. Press **Pound Sign**. |

4. Look at the display to verify the wake-up time programmed.

| Rls | 5. Press the **Release** key.

Note: In 24-hour format, 7:30 AM is entered as 0730; 9:45 PM is 2145.

Controlled Class Of Service (Option 11C Compact)

With the Controlled Class Of Service (COS) feature, you may program the Meridian 1 Option 11C Compact telephone system to restrict specific room extensions from making long distance extensions.

To activate Controlled Class Of Service (COS):

| Cont COS | 1. Press the **Cont COS** key.

2. **Dial** the guest's extension number.

| Cont COS | 3. Press the **Cont COS** key again. The LCD indicator is on.

| Rls | 4. Press the **Release** key.

To deactivate Controlled Class Of Service (COS):

| Cont COS | 1. Press the **Cont COS** key.

2. **Dial** the guest's extension number.

| Cont COS | 3. Press the **Cont COS** key again. The LCD indicator flashes.

| Rls | 4. Press the **Release** key.

Options

Optional items are available for use with your Meridian Digital Telephone. Please contact your System Administrator for further details.

Key Expansion Module
The Key Expansion Module provides 22 additional feature keys for the M2616. You can add up to two Key Expansion modules, for a total of 62 feature keys.

External Alerter Interface
The External Alerter Interface lets you connect a remote ringer to your telephone. It can be used with all three models. The remote ringer is provided by your supplier.

Meridian Communications Adapter (MCA)
The MCA lets you connect your telephone to a personal computer or terminal. You can then use your telephone to exchange data between your computer and other computers. The MCA can be used with all three models.

Analog Terminal Adapter (ATA)
The ATA allows you to connect an analog device such as a modem or fax machine to your telephone, and allows you to use these devices while you are on a telephone call. The ATA can be used with all three models.

Meridian Display Option
The Meridian Display Option provides status information and also assists you in programming options and features on your Meridian Digital Telephone. The Display Module Option in not available on the M2006.

Your Telephone's Controls

Volume bar
Use ⫷ ⫸ to control the volume of the handset, the speaker, and the ringer. Raise the volume by pressing the right side of the bar. Lower it by pressing the left side.

Microphone
A microphone is integrated into the M2616 and M2008HF telephones, allowing you to have a telephone conversation without using the handset (known as Handsfree calling).

Release
You can terminate an active call by pressing Rls , or by hanging up the handset. Rls is especially useful for disconnecting handsfree calls.

LCD indicator
A steady ▶ appearing in one of the LCD indicators means that the feature or line beside it is active. A flashing ▶ means the line is on hold or the feature is being programmed.

Hold
By pressing Hold , you can put an active call on hold. Return to the caller by pressing the extension key beside the flashin g▶.

Handset
Lift the handset to place or answer a call.

Feature keys
You access telephone features and telephone lines with the feature keys. The keys are labeled for your convenience.

Main extension key or Directory Number (DN) key
The lower right-hand key is the main extension key, also known as a Directory Number (DN) key. When you pick up the handset, the line associated with this key is ready for you to make a call. You may have more than one DN key assigned to your telephone. (This does not apply to the M2006 since it only supports one line.)

Message Waiting light
The Message Waiting light turns on to indicate that a message has been left for you.

Program
The Program key gives you access to several parameters through the Display Module Option. You can adjust the volume of the ringer, buzzer, speaker, and handset. You can turn key clicking on or off, adjust the display contrast, choose the display language, set the format of the date and time, and turn the call timer on or off. If you also have a Meridian 1 Communications Adapter, (see "MCA"), you can also set your data parameters.

Terms you should know

Attendant — the attendant is a telephone operator in your organization.

Directory Number (DN) — a DN is any extension on a telephone.

Flexible Feature Codes (FFCs) - your system may use FFCs to access some of your telephone's features. For your convenience, the FFCs for your system can be printed on a page located at the back of this guide.

Meridian 1 — the Meridian 1 PBX is an office communications system.

Meridian SL-100 (MSL-100) — the MSL-100 is a large scale office communications system.

Private Line — a Private Line may be assigned to your telephone. With this line, you may reach any outside number without dialing the digit(s) which you normally use to get an outside line. Internal extensions cannot be dialed from a private line.

Paging tone—tone heard when using the Radio Paging feature. You hear two beeps followed by dial tone.

Primary Directory Number (DN) Key—the key on your telephone which corresponds to the main number for the telephone.

Ringback/ring tone— ringback/ring tone is the sound you hear when a call you've made is ringing at its destination.

Interrupted dial tone— a broken, or pulsed dial tone that you will hear when accessing some of your telephone's features.

Special dial tone— three consecutive tones followed by dial tone that you will hear when accessing some of your telephone's features.

Shared Directory Numbers — a DN (extension) that is shared by two or more persons.

Special Prefix Code (SPRE) — the Special Prefix Code is a number you will need to enter to activate many of the features on your telephone. For example, when you read "Enter the SPRE code plus 87", first enter the SPRE code then press 87. For your convenience, the SPRE code and FFCs for your system can be printed in the tables located on page 61.

> **Note:** Meridian SL-100 codes can be different from customer to customer. Check with your communications group for feature code prefixes.

Switchhook — the switchhook is the button which the handset presses down, disconnecting your call when you replace the handset.

Special Prefix Code (SPRE)

	Special Prefix Code (SPRE)

Flexible Feature Codes (FFCs)

	Radio Paging		Trace
	Radio Paging Access		Group Call
	Radio Paging Answer		Call Pick Up
	Call Park		DN Pick Up
	Maid ID		Group Pick Up
	Wake-Up Request		Remote Call Forward Activate
	Wake-Up Verify		Remote Call Forward Verify
	Wake-Up Cancel		Remote Call Forward Deactivate
	Electronic Lock Password Change		Call Forward Destination Deactivation
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