

Meridian Digital Telephones

**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 two 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 other analog devices 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)

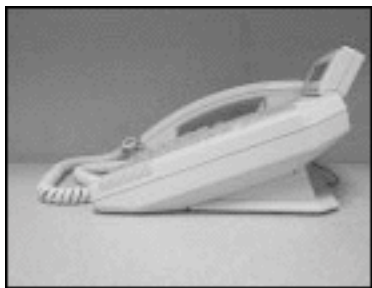
Volume Control bar for:

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

Support for the following set options:

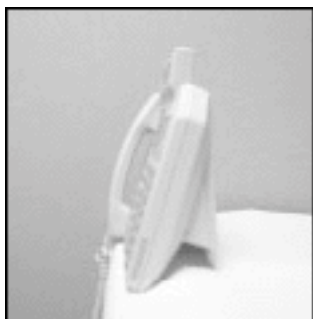
- 2 x 24 Character Display
- MCA data option to provide integrated voice and data transmission
- External Alerter Interface for high ambient noise environments
- Analog Terminal Adapter (ATA) for other analog devices through the ATA's RJ-11 connection.

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. Both 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 M2616D.

Hold

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

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.

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

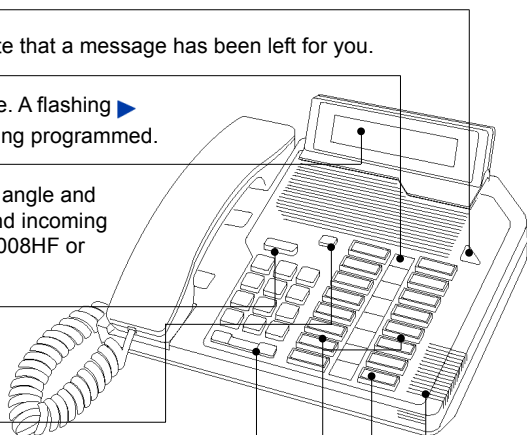
You access telephone features and telephone lines with the feature keys. The keys are labeled for your convenience.

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.

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).



The preceding figure shows the location of the control buttons on your Meridian Digital Telephone. Please refer to the second 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 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

Program



Program

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

1. Press the **Program** Key.
2. Press **0** then **0**. Following by pressing **1** to adjust the ringing tone. Pressing **2** allows you to adjust the buzzer tone. Press **3** to adjust the speaker volume. Press **4** to adjust the volume of the handset and press **5** to adjust the volume for "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.

4. Press the **Program** key.

Predial Recall

Program



To display the last number predialed:

1. Press the **Program** Key.
2. Press **0** then **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

Program



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:

1. Press the **Program** Key.
2. Press **0** then **2**.



Program

Call Timer Enable

Program



Program

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

4. Press the **Program** Key.

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.

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**.

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

Idle Screen Format

Program



Program

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

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 through the various formats until you find the one that you like best.

4. Press the **Program** Key.

Language Selection

Program

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

1. Press the **Program** Key.



Program

Display Diagnostics

Program



Program

2. Press **0** then **5**.

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

4. Press the **Program** Key.

Select Display Diagnostics by following these steps:

1. Press the **Program** Key.

2. Press **0** then **7**.

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

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

Key Click

Program



Program

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

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**.

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, some require additional equipment.

Initiating Calls

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



- Via the **DN** Key



- 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 a dial tone.

To Call using the dial pad



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

or



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

2637

- **Lift the handset.**
- Press the **Handsfree Mute** Key (Main DN only)
- 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.

To 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:



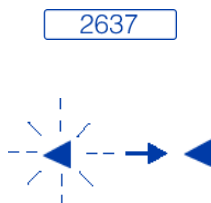
1. Press **Transfer**. The other party is on hold and you will hear a dial tone. The LCD indicator lights steadily.

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

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:



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 the 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:



2637



1. Without lifting the handset or pressing a **DN** Key, **Dial** the number.
2. Preview the number.
3. Use the **Volume Control Bar** to back-space if you need to correct the number.
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:



Last No. or
2637

- Lift the handset

- Press **Last Number Key** or your Primary DN Key.

or

for Handsfree operation:

2637
2637

- Press your **Primary DN** Key twice.

or

Handsfree
Mute
2637

- Press the **Handsfree Mute Key** followed by your **Primary DN** Key

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.

To mute a handsfree call:

A rectangular button with a blue border. The text "Handsfree" is on the top line and "Mute" is on the bottom line, both in blue.A rectangular button with a blue border. The text "Handsfree" is on the top line and "Mute" is on the bottom line, both in blue.

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

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

To switch from the handset to Handsfree:

A rectangular button with a blue border. The text "Handsfree" is on the top line and "Mute" is on the bottom line, both in blue.

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

2. **Replace the handset.**

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



Auto Dial

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

To use Auto Dial:



Auto Dial

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

To display the Auto Dial number:

Display

Auto Dial

1. Press **Display**.
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 reused his set, you hear the Ring Again signal.



Ring Again

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

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.



Speed Call

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

4. Press **Speed Call** again.

To delete a Speed Call number:

Speed Call



Speed Call

1. Press **Speed Call**.

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

3. Press **Star**.

4. Press **Speed Call** again.

To make a Speed Call:



Speed Call



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

2. Press **Speed Call**.

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

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 does.

To make a System Speed Call:



Sys Speed



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

2. Press **Sys Speed Call**.

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

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.
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

Stored No.

1. Press **Display**.
2. Press **Stored No.** The number is displayed.

To call the stored number:



Stored No.

1. **Lift the handset** or press a **DN** Key.
2. Press **Stored No.**

Hot Line

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

To use Hot Line:


 A rectangular button with a blue border and the text "Hot Line" in blue.

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.

Voice Call

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

To make a voice call:



 A rectangular button with a blue border and the text "Voice Call" in blue.


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

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:



Call Pickup or



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

2. Press **Call Pickup**, or enter  .

To answer a ringing call in another Call Pickup group:



Grp Pickup or



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

2. Press **Group Pickup** or  .



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

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



DN Pickup or



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

2. Press **DN Pickup**, or enter  .



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

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.

To use the Timed Reminder Recall:

Transfer



Transfer

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

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

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

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

To Answer a recall:



Transfer

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

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 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:



1. Press **Transfer**. The call is placed on hold and you hear a dial tone.
2. **Dial** the number to which you want to transfer the call.
3. Press **Transfer** again, either when you hear the ringback, or after you talk privately to the person to whom you are transferring the call to.

If the person you are calling is not available:



1. Press **Release**.
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.

To use Timed Reminder Recall:



1. Press **Transfer**. The call is placed on hold and you hear a dial tone.
2. **Dial** the number to which you want to transfer the call.

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:



Transfer

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.

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.

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. 8300 thru 8349

If configured network wide, Call Park can be used across the 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**.

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

Park



Park

1. Press **Park**.
2. **Dial** the **DN**.
3. Press **Park** again.

To Park a call using the FFC:

Transfer or Conference



Transfer or Conference

1. Press **Transfer** or **Conference**.
2. Dial the **Call Park FFC**.
3. If you don't want the System Park Extension or your own **DN**, **Dial** a **DN**.
4. Press **Transfer** or **Conference** again.

To retrieve a parked call:



Park



1. **Lift the handset** or press a **DN** Key.
2. Press **Park**, 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.

Meridian Display

When you are on an active call, you can identify a second incoming caller with the Display 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.

2. Press **Display**.

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.

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

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

Forward

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

Display

1. Press **Display**.

Forward

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

You can forward calls to Meridian Mail by using 5555 for Juneau, 5005 for Anchorage, and 2020 for Fairbanks as your Call Forward DN.

Call Forward - Internal

Call Forward - Internal allows only calls originating at internal DN's 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



Int Forward

1. Press **Internal Call Forward**. The LCD indicator ► flashes.
2. **Dial** the **DN** that you want to forward your calls to.
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

Int Forward

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

You can forward calls to Meridian Mail by using 5555 for Juneau, 5005 for Anchorage, and 2020 for Fairbanks as your Call Forward DN.

Remote Call Forward

Remote Call Forward allows you (from any telephone other than your own) to forward your calls to any telephone. This is a custom feature. Contact your System Administrator.

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 Station Control Password (Contact your system administrator)
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 Station Control Password (Contact your system administrator)



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 Station Control Password (Contact your system administrator)



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



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



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

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

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.
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:



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

2637

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

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.

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 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:



Group Call

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

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:

Conference

2637

Conference

1. You are currently on a call.
2. Press **Conference**.
3. Press the key that has the other call on hold, e.g. **DN** Key.
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.

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



Forward

1. Press **Forward**. The LCD indicator ► flashes.
2. **Dial** the **DN** that you want to forward your calls to.
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

Forward

Display

1. Press **Display**.
2. Press **Forward**. The number is displayed.
3. If you want to clear the display press **Display** again.

You can forward calls to Meridian Mail by using 5555 for Juneau, 5005 for Anchorage and 2020 for Fairbanks as your Call Forward DN.

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.

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 Alarmer Interface

The External Alarmer 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

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.

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 , or by hanging up the handset.  is especially useful for disconnecting handsfree calls.

LCD indicator

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

Hold

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

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.

Message Waiting light

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

Program

The  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.

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.

Primary Directory Number (DN) Key - the key on your telephone which corresponds to the main number of 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 a 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.

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

Flexible Feature Codes (FFCs)

*2	DN Pick Up	*3	Call Pick Up
*4	Group Pick Up	*5	Call Park

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