Meridian 2616 Digital Telephone

Message Waiting Light
Indicates there is a new voice mail message.

LCD Indicator
A steady arrow symbol indicates the line is active.
A flashing arrow symbol indicates the line is on hold.

Display
Has a date and time display, shows incoming calls,
features, and programming information.

Handsfree/Mute
Pressing this key once enables the speaker phone.
This can be done during or before placing the call.
The mute function can be activated by pressing
this key a second time.

Release
Pressing this key will disconnect an active call.
A particularly useful feature for handsfree calling.

Hold
Places an active call on hold until that extension key
is pressed to pick up that line again.

Volume Bar
Using the left and right arrows will increase or decrease
the volume coming through the handset or speaker.

Feature Keys
These keys can be programmed with either features or
telephone line extensions.

Main Extension/Primary Number
This primary number key indicates the telephone
number assigned to a particular telephone.

DELTA STATE UNIVERSITY

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Standard Features

Conference

This feature allows you to have up to six parties on the line at the same time (including yourself).

   To Use Conference:

1. After connecting to the first party, press the Conference key.
2. Dial the number of the second party.
3. Repeat these steps for additional parties.

Forward

This feature forwards all incoming calls to your primary number to another calling destination.

   To Use Forward:

1. Press Forward. The LCD indicator next to that key will flash.
2. Dial the campus extension that you want to forward your calls to.
3. Press Forward again. Now the LCD indicator will remain steady.
   To Cancel Forward:
4. Press Forward again. The LCD indicator will turn off.

Ring Again

This feature can be used when calling another number within the Delta State University telephone network. If when calling a university number, you reach a busy signal, Ring Again will continue to automatically redial that number until it becomes available. Your telephone will ring to indicate the line is free.

   To Use Ring Again:

1. Dial a campus number and receive a busy signal. Press Ring Again.
2. Hang up.
3. When you hear the Ring Again signal, pick up the handset.
4. Press the Ring Again key or an extension key to connect the call.
   To Cancel Ring Again:
5. Press the Ring Again key.

Transfer

This feature enables an active call to be redirected to a third party.

   To Use Transfer:

1. Press Transfer. You will hear a dial tone, but the caller being transferred is on hold.
2. Dial the campus extension to transfer the call to.
3. Press Transfer again and that call will be directed to that number.

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