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.
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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.