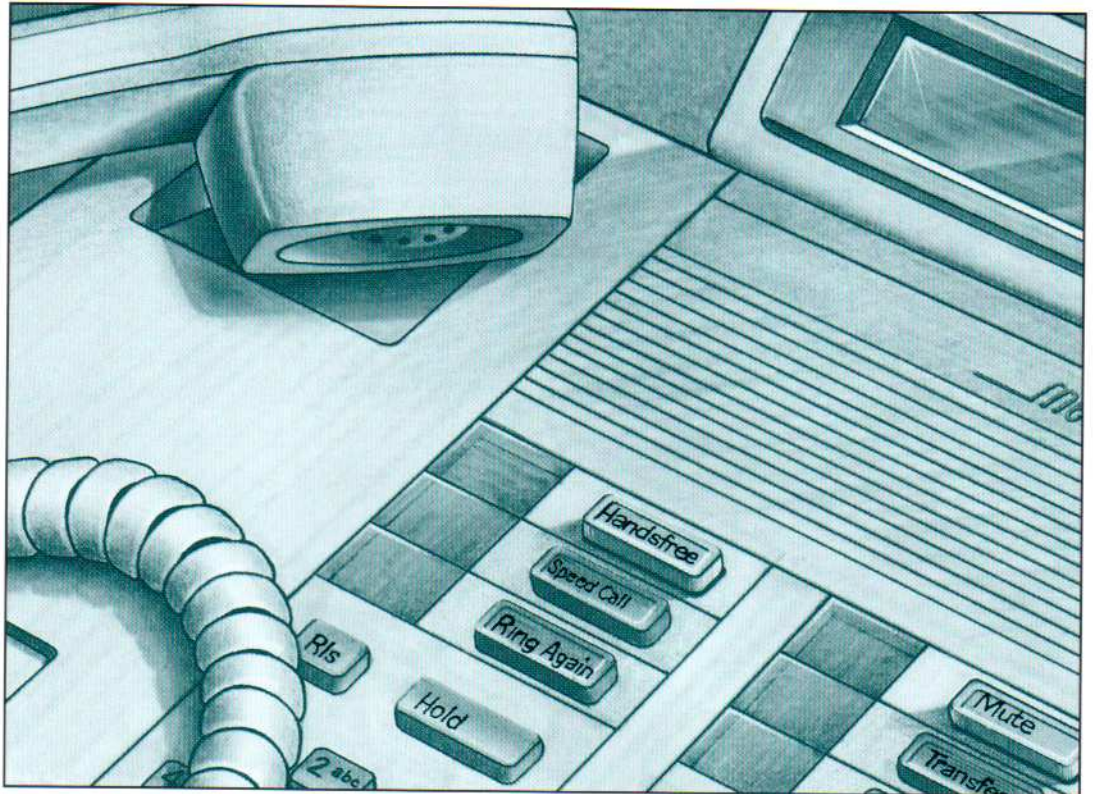


Meridian Business Set M5312

User Guide



NORTEL

meridian

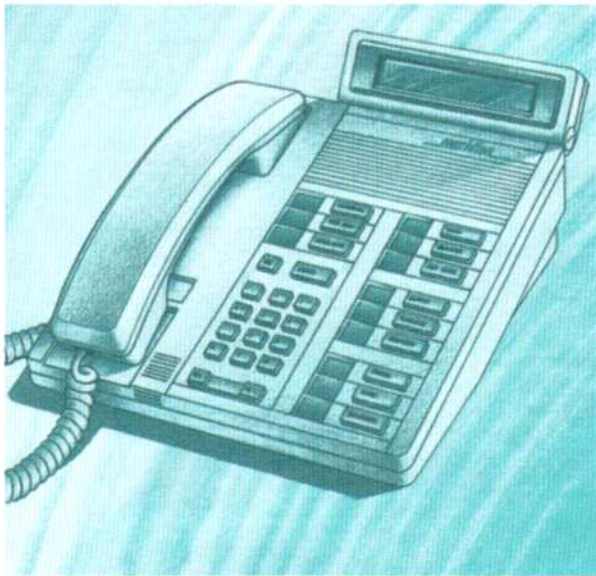
The Meridian Business Set – M5312 is designed to be practical, functional, and convenient. It has large keys, an adjustable volume control, and distinctive visual indicators. Line keys are identified with numbers and feature keys with letters (and numbers where appropriate). The M5312 also has an *adjustable* display which keeps you updated with information about your calls.

Display Information



The display on your M5312 shows you valuable information about all your calls. For example, your display can show you the name and number of an incoming caller, or can indicate if a call was forwarded to you, and why the call was forwarded (see the Call Forward section of your user guide). The display can also be adjusted to any angle that suits you. Just tilt the display to an angle you like and leave it there.

Incoming call information appears on the top line of the display, and outgoing call information appears on the bottom line of the display. When you dial a number on your M5312, the digits appear on the lower line of the display. If you enter more than 24 digits, the excess digits scroll to the upper line of the display.



Making Calls

With your Meridian Business Set you can either pick up the receiver or press a line key to dial a number. If you press a line key to make a call (you'll hear a dial tone), you can pick up the receiver after you have dialed.

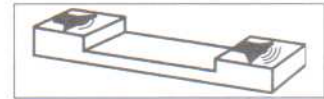
To disconnect from calls with your Meridian Business Set, you can either hang up or press Rls (Release). Either action will disconnect you.



Setting the volume controls

While you are on a handfree call, or listening to dial tone or a caller's voice through the receiver, or while your phone is ringing.

- 1 Press either  or  until the volume is at a level you like.



The ringing volume remains set until you adjust it again. The volume level resets itself after each call.

Monitoring Calls

If a person you are talking to puts you on hold, or if you want to listen to a conference call, you can monitor the calls through the speaker. This way you can listen for the person who put you on hold to return to the call, or you can listen to a conference call through the speaker.

You are talking to someone on the phone.

- 1 Press Hold

The line indicator flashes.

- 2 Hang up.

- 3 Press the line key the call was on.

The indicator goes on.

You are now listening through the speaker.

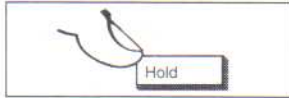
Putting a Call on Hold

You are talking with someone and you want to place the caller on hold.

- 1 Press Hold

The indicator flashes.

Press the original line key to get back to the caller you put on hold.



Holding a call to make a second call

You are talking with someone and you want to place the caller on hold while you make a second call.

- 1 Press another line key.

The indicator goes on and the indicator next to the first line key flashes.

The first call is automatically put on hold. You can hang up if you want.

- 2 Dial the number of the second person you want to talk to.

To return to any held call,

- 3 Press the line key next to the flashing indicator.

Holding a call to answer a second call

You are talking with someone, and another call comes in. You hear a buzz through the speaker. A line indicator flashes.

- 1 Press the line key.

The indicator goes on and the indicator next to the first line key flashes.

You are now connected to the second call and the first call is on hold.

To return the first call,

- 2 Press the line key next to the flashing indicator.

The M5312 in your working environment

In your organization, it's possible that your phone is set up so other people have the same phone number on their phone as you do. Check to see how YOUR phone works.

If you share the same phone number with other people in your office, your phone will be configured in one of the three following ways:

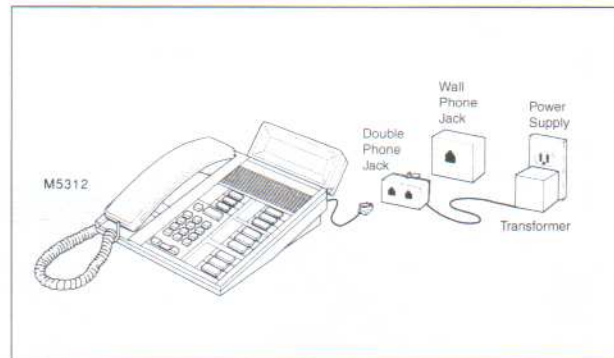
Like a party-line – You can listen in when someone else is talking. You have to wait until they hang up before you can make a call.

Like a private line – You can each get calls and make calls whenever you want without the others listening in.

Like a semi-private line – No one else can listen in on your calls but you can only get or make calls when someone isn't using the phone.

Trouble-shooting

Before calling your service technician, always make sure the connection between the wall jack and your phone is secure. Also ensure that the transformer is plugged into the wall.



Your Meridian Business Set — M5312 has a wide range of business telephone features. It has an *adjustable* display which keeps you updated with valuable information about your calls. Only some of the available features have been assigned to your Meridian Business Set. They have been selected to reflect your specific telephone needs. If you find you need additional features, they can be easily added. Just ask your system administrator.

You should read the Introductory Card in the pocket of this guide first. It will help you get started with your M5312. After reading the Introductory Card, read this user guide to familiarize yourself with the many features of your M5312. The Quick Reference Card (also in the pocket) will be of value after you have read both the Introductory Card and the user guide, and after you have used the M5312 for a while.

The M5312 display shows you information about all your calls. Display information can include first names, or last names, or both, as well as telephone numbers and other information. The information displayed is determined by your system administrator.

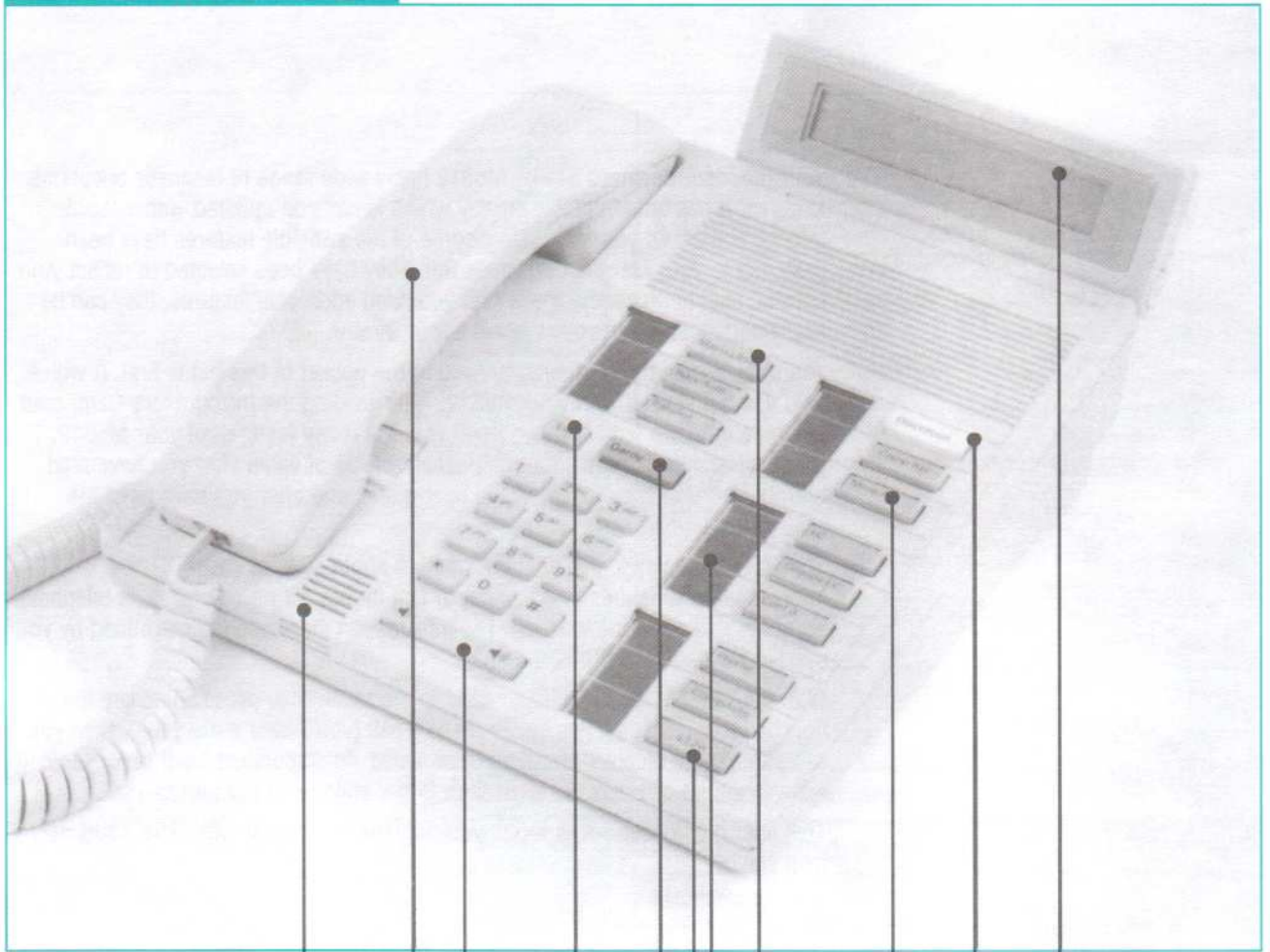
With your M5312 you can either pick up the receiver or press a line key to dial a number. If you press a line key to make a call (you'll hear a dial tone), then you can pick up the receiver after you have dialed. To disconnect from calls, you can either hang up or press Rls (Release). Either action will disconnect you.

This user guide uses some terms you may not be familiar with. This chart may help you.

Term	Other Equivalent Term(s)
Main Line key	PDN, Prime Directory Number
Line key	DN, extension
Receiver	Handset
Hang up	Press Rls, replace handset

Note: This document is based on BCS 25 software.

The Meridian Business Set M5312



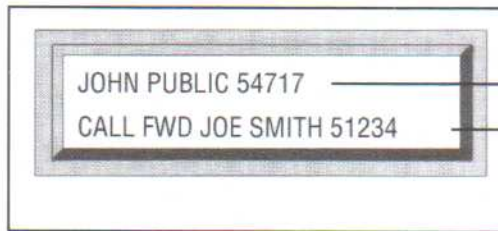
- Microphone
- Receiver
- Volume Control
- Release Key
- Hold Key
- Main Line Key
- Indicators
- Handsfree Key
- Feature and/or Line Keys
- Mute Key
- Display

The Meridian Business Set — M5312 has an *adjustable* 2 x 24 character alphanumeric display which shows you valuable information about calls you make or receive. For example, if your organization has the Calling Name Display feature, the display can show an incoming caller's first name, or last name, or both, as well as the caller's telephone number.

Your organization may also have the Reason Display option as well as the Calling Name Display option. In this configuration, if you make a call to a person who has activated Call Forward (see your user guide for more details on Call Forward), the display will show you who answered the call and the reason why a third party is answering, (in this case, the person you called forwarded their calls to the third party.) The display will also show you the name and number of the person you were trying to reach.

The following is a typical example of Name and Reason Display information the M5312 will show if a person forwards calls to a third party.

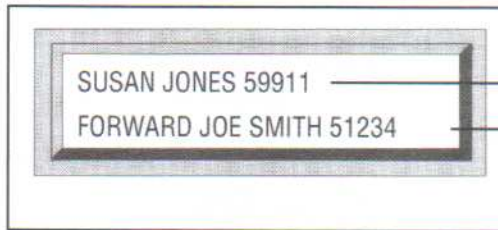
Display of the Person Receiving the Forwarded Call (Susan Jones)



Name and telephone number of the caller

Reason why the call was received, and the name and telephone number of the person forwarding the call

Display of the Originator of the Call (John Public)



Name and telephone number of the person who actually receives the call

Reason why the call was received, and the name and telephone number of the person forwarding the call

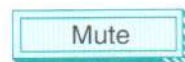
Note : The messages and names displayed are selected by your organization and may be different from those displayed here.

Handsfree

Mute

Handsfree allows you to carry on a conversation with the receiver in the cradle. While using Handsfree, speak clearly (facing the microphone) and raise your voice if you move away from your M5312. If background noises become too loud (for example, you are typing loudly at your desk), you M5312 will cut off the person speaking to you and ready itself for you to speak. For this reason, it is recommended that you use the Mute key to stop background noises from interfering with your conversations.

Use these keys...



to make a Handsfree call

- 1 **Press**

The Handsfree indicator goes on and a dial tone is heard through the speaker. The indicator next to the main line key also goes on.

- 2 **Dial the telephone number.**

When the person answers,

- 3 **Speak toward the microphone on your phone.**

You can also make a Handsfree call by pressing any line key, press Handsfree and dial the telephone number.

to answer a call Handsfree

Your phone rings. An indicator next to a line key flashes.

- 1 **Press**

The Handsfree indicator goes on and the indicator next to the line key in use goes on.

to speak privately with someone at your desk, so your caller can't hear you

- 1 **Press**

The Mute indicator goes on.

Your caller cannot hear your conversation with the person at your desk. You can speak to your caller by pressing Mute again.

M5312 Features

Answer Call Request	1,2
Automatic Answerback	3
Automatic Dialing	4
Automatic Line	5
Busy Override	6
Call Forward	7,8
Call Park	9
Call Pickup	10
Call Request	11, 12
Call Transfer	13
Call Waiting	14
Conference Calls	15
Intercom Calls	16, 17
Intercom Group	18
Last Number Redial	19
Make Busy	20
Message Waiting	21
Privacy	22
Privacy Release	23
Query Time and Date	24
Ring Again	25
Speed Calls (Storing a number)	26
Speed Calls (Making a Speed Call)	27
Station Busy Indication	28
Three-Way Conference Calls	29
Feature Key Index	30

If someone calls while you are out or busy on your phone, the caller can leave a Call Request on your phone. This request is indicated to you when the Msg Wait indicator on your phone goes on. You can dial the Answer Call Request code to be automatically connected to the person who called you.

Use these keys...

4126

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to answer a Call Request on your phone

The Msg Wait indicator is on.

1 Press the main line key.

The indicator goes on.

2 Dial the Answer Call Request code number (___).

The display shows the Answer Call Request code.

The number of the person who called while you were out or busy on the phone is dialed automatically.

The display shows information about the call.

If the Msg Wait indicator stays on when you have finished your call, you have more Call Requests. Repeat the procedure to answer additional Call Requests.

If the person's line is busy or there is no answer, hang up. The message will stay on your phone and you can try again later.

Enter the Answer Call Request code in the space provided above. Your system administrator will provide you with the code. To leave a Call Request see page 10.

The number on the main line key (4126) is an example.

Continued ...

Msg Wait

Use these keys...

4126



to cancel all Call Requests left on your phone

The Msg Wait indicator is on.

1 Press the main line key.

The indicator goes on.

2 Dial the Cancel Answer Call Request code number (___).

The display shows the Cancel Answer Call Request code. You hear two beeps.

All Call Requests are canceled.

3 Hang up.

Enter the Cancel Answer Call Request code in the space provided above. Your system administrator will provide you with the code.

The number on the main line key (4126) is an example.

Your phone can automatically answer calls, after four seconds, without you having to pick up the receiver. This frees you from picking up the receiver or pressing the Handsfree key if you are busy doing something else. You can speak through the microphone four seconds after your phone begins ringing to automatically answer your calls.

Use this key...

Auto Ans

to automatically answer calls

- 1 Press** 

The indicator goes on.

Calls made to your main line will be automatically answered four seconds after the phone starts ringing.

To answer the caller,

- 2 Speak toward the microphone on your phone.**

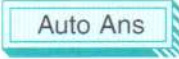
Your phone will only automatically answer calls made to your main line. Remember to cancel Automatic Answerback before leaving your desk.

to cancel Automatic Answerback

The Auto Ans indicator is on.

- 1 Press** 

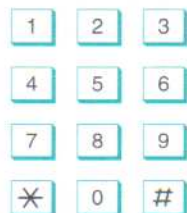
The indicator goes off.

Auto Ans

Auto Dial

You can store one frequently used number and dial it by pressing one key. For example, you can store a frequently called colleague's number to save your looking up the number.

Use these keys...



to store a number

Without picking up the receiver,

- 1 Press**

The Auto Dial indicator flashes.

- 2 Dial the number you want to store.**

The display shows the number entered.

- 3 Press**

The Auto Dial indicator goes out and the display clears.

To change a stored number, just store a new number.

To erase a previously stored number, press Auto Dial, then press . The stored number can have up to 24 digits.



to automatically dial a number

- 1 Press any line key.**

The line indicator goes on.

- 2 Press**

The display shows the Auto Dial number.

The number is automatically dialed.

- 3 Pick up the receiver.**

The number on the line key (5556) is an example.

With an automatic line, one key is assigned to automatically dial one specific number when you press it. For example, the automatic line could automatically connect you to another branch of your organization.

The number that is dialed is selected by your system administrator.

Use this key...

A rectangular button with a light blue background and a dark blue border. The text "Auto Line" is centered in a dark blue font. The right side of the button has a decorative, striped pattern.

to use the automatic line

1 Press the Automatic Line key.

The indicator goes on and the display shows you information about the call.

The assigned number is automatically dialed.

2 Pick up the receiver.

Automatic Line numbers are not “stored” by you. They are selected by your system administrator. Only your system administrator can change the number.

Your Automatic Line key could have a person, number or location on it, instead of Auto Line.

Override

You can break into a phone call in your organization. For example, you may need to talk to someone in an emergency.

Use this key...

A rectangular button with a blue border and a white background, containing the word "Override" in a blue sans-serif font. The button has a slight 3D effect with a shadow on the right side.

to use Busy Override

You need to speak to someone but you hear a busy signal when you dial his or her number. Don't hang up.

1 Press 

The people on the call hear a tone notifying them that someone is about to enter their call.

You are connected to the call.

If you want to talk privately with the person you called, press Override again. The other person on the line will be disconnected.

If you try to override a telephone which cannot be interrupted, you will hear a fast busy signal. Check with your system administrator to see what lines cannot be interrupted.

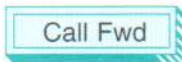
When you are finished,

2 Hang up.

The other people on the call stay connected.

You can forward your calls to another phone. For example, if you're going to a meeting, you can have your calls forwarded to a coworker. If you haven't turned on Call Forward and you are busy on a call or you don't answer your phone, your calls may be forwarded to a predetermined number. Check with your system administrator.

Use these keys...



2

3



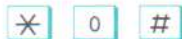
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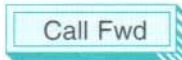
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to forward your calls

Without picking up the receiver,

- 1 Press**

The Call Fwd indicator flashes. The display shows any previously stored Call Fwd number.

- 2 Dial the number that you want your calls forwarded to.**

The display shows the number entered.

- 3 Press**

The Call Fwd indicator goes on and the display clears.

The Call Fwd number is stored.

You can still make calls. Calls to all your lines should be forwarded automatically. Check with your system administrator.

If you always forward your calls to the same number, don't dial the number; just press Call Fwd twice. Your calls will be forwarded to that number automatically.

Continued ...

Call Fwd

Use this key...


 Call Fwd

to cancel Call Forward

The Call Fwd indicator is on.

- 1 **Press** 

The Call Fwd indicator goes out.

If you make a call that is forwarded, the display may indicate that you were forwarded, the number you were forwarded to, and who you were forwarded to. Check with your system administrator.

If you receive a call that has been forwarded, the display may indicate that the call was forwarded, who is calling, and who forwarded the call. Check with your system administrator. The display may also indicate the reason why you were forwarded. The person may have been busy on a call, or didn't answer their phone, or had activated Call Fwd.

to see if your calls are being forwarded to the right number

The Call Fwd indicator is off.

- 1 **Press** 

The Call Fwd indicator flashes. The display shows the number you want your calls forwarded to.

To clear the display, press Rls.

You can move a call made to one of your lines and pick it up on another phone. For example, you can take an order over the phone at the front desk and then go to the stockroom to see if the product is in stock. Once in the stockroom, you can pick up a phone and return to the call that was originally made to your phone at the front desk.

Use these keys...



Call Park



8888



Call Park

1

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3

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to use Call Park

While you are talking with someone,

- 1 **Press** 

You hear two beeps followed by silence. The Call Park indicator goes on.

- 2 **Hang up.**

The line and Call Park indicators go out and the display clears.

The call is now parked. You can still make other calls.

to retrieve a parked call

- 1 **Press a line key on another phone.**

The line indicator goes on.

- 2 **Press** 

You hear three beeps. The Call Park indicator goes on.

- 3 **Dial the number of the phone you parked the call on.**

The display shows your number and information about the parked call.

You are now connected to the person whose call you parked.

If you don't pick up a parked call within a specified time, the call will ring back on your original phone. The time is specified by your organization.

You can park only one call per line at a time. You may have to dial a code before retrieving a parked call. Check with your system administrator. The number on the line key (8888) is an example.

Telephones in your organization can be arranged in Call Pickup groups. For example, you and your nearby coworkers could be a Call Pickup group. You can use your own phone to answer any ringing phone in your Call Pickup group, so you don't have to get up to answer the call.

Use these keys...



5556



Pickup

to answer a call in your group

You are covering the phones in your office and a phone in your Call Pickup group rings.

- 1 Press any line key.**

The line indicator goes on.

- 2 Press** 

The display shows you information about who you are connected to and the phone you "picked-up".

You are connected to the call.

The display on the caller's phone will be updated to let him or her know their call was "picked-up"

The number on the line key (5556) is an example.

If you called someone who was out or busy on the phone, you can leave a Call Request on that person's phone. Your Call Request will turn on the Msg Wait indicator on his or her phone. The person will know somebody called and can get back to you.

Use these keys...

Conf 3

1 2 3

4 5 6

7 8 9

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to leave a Call Request on another phone

The number you called is busy or no one answers. Don't hang up.

1 Press Conf 3

The Conf 3 indicator goes on and the line indicator flashes. You hear three beeps and the display clears.

2 Dial the Call Request code number (___).

You hear two beeps and the display shows you the Call Request code..

Your Call Request is now left at the person's phone. Their Msg Wait indicator goes on. When he or she answers the Call Request, your phone will ring.

Call Request works only if you call the person directly. If you are transferred to the person you wanted to talk to and the line is busy, you cannot leave a message.

Enter the Call Request code in the space provided above. Your system administrator will provide you with the code.

Continued...

Use these keys...

4126



to cancel a Call Request you left on another phone

1 Press the main line key.

The line indicator goes on.

2 Dial the Cancel Call Request code number (___).

*The display clears and you hear three beeps followed by a dial tone.
The display shows you the Cancel Call Request code.*

3 Dial the number of the person you wanted to talk to but couldn't get through to.

The display shows you the number entered. A three-beep tone is heard and the display clears.

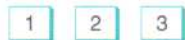
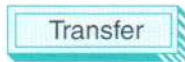
The Call Request is now canceled.

Enter the Cancel Call Request code in the space provided above.
Your system administrator will provide you with the code.

The number on the line key (4126) is an example.

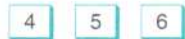
You can transfer a call to another person. You can also talk privately with the person you are transferring the call to. For example, Victoria and Jeff are on a call. Jeff can transfer Victoria to Liz. Jeff can talk to Liz about the reason for the call, before transferring Victoria, without Victoria hearing.

Use these keys...



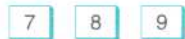
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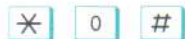
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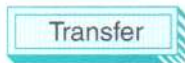
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to transfer a call

You want to transfer the person you are talking to.

1 Press

The display clears and you hear three beeps followed by a dial tone. The Transfer indicator goes on and the line indicator flashes.

2 Dial the number of the person you want to transfer the call to.

The display shows you information about the number entered.

When the person answers, you can talk privately. The people on your original call cannot hear your conversation.

If the line is busy or if the person doesn't answer, press Rls and then the line key to return to the person you were talking to.

3 Press

The Transfer indicator goes out and the line indicator goes on. The display indicates that you are on a conference call.

All three people are connected.

4 Hang up.

The display clears and the line indicator goes out.

The two other people on the call are still connected.

In Steps 1 and 3 you may have to press Conf 3 instead of Transfer. Check with your system administrator.

You are on the phone and a second call comes in. You can answer the second call without disconnecting the first call. This will enable you to use your phone without worrying if you are expecting an important call.

Use these keys...

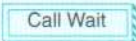

 Call Wait


 5556


 Rls

to use Call Waiting

You hear a tone through the speaker (repeated once after 10 seconds) that notifies you a call is waiting. The Call Wait indicator flashes.

- 1 Press** 

The display is updated with information about the new call.

You are connected to the second call and the first call is automatically put on hold.

To return to the first call and put the second call on hold,

- 2 Press the original line key.**

The display shows you information about the original call.

You can alternate between the two calls by pressing the line key to talk to your original caller, and then Call Wait to talk to the person who called while you were on the phone.

To end either call,

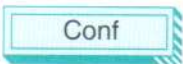
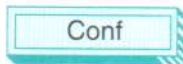
- 3 Press**  **while connected to that call.**

The display clears.

The number on the line key (5556) is an example.

You can set up a phone call between yourself and up to 29 other people. For example, you may want to talk to all the branch office managers at once.

Use these keys...



to make a Conference call

You are talking to someone and you want to add another person to your call.

- 1 Press**

The display clears and you hear three beeps followed by a dial tone. The Conf indicator goes on and the line indicator flashes.

- 2 Dial the number of the person you want to add to the call.**

The display shows you information about the number entered.

When the person answers, you can talk privately. The people on your original call cannot hear your conversation.

If the line is busy or if the person doesn't answer, press Rls and then the line key, to return to the first call.

To add the person to the conference call,

- 3 Press**

The Conf indicator goes out and the line indicator goes on. The display indicates that you are on a conference call.

All people are now connected on a conference call.

For every person to be added to the call, repeat Steps 1 through 3.

Intercom


You can talk to a designated person using Intercom and he or she will hear you through the speaker on his or her phone. For example, an intercom can be set up between two security desks.

The person called is selected by your system administrator.

Use these keys...

Intercom

to make an Intercom call

- 1 **Press** 
- 2 **Pick up the receiver.**

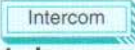
The Intercom indicator goes on. You hear the phone ringing.

If the person called does not answer within a few seconds, the call will be automatically connected to their intercom. If the person is busy on the phone, you will hear their phone continue to ring.

Intercom

to answer an Intercom call if you are not using your phone

You hear ringing and the Intercom indicator flashes.

- 1 **Press**  **or wait a few seconds to be automatically connected.**

The Intercom indicator goes on.

You hear the caller's voice through the speaker.

If you want to respond,

- 2 **Pick up the receiver.**

Continued...

Use these keys...

Intercom

5556

to answer an Intercom call if you are already using your phone

You hear a long buzz and the Intercom indicator flashes.

- 1 Press** 

The display clears. The Intercom indicator goes on and the line indicator flashes.

Your first call is put on hold and you hear the second caller's voice.

If you want to respond,

- 2 Pick up the receiver.**
-

To return to your original call,

- 3 Press the line key the call is on.**

The number on the line key (5556) is an example.

I/C Group

Telephones in your company can be arranged in Intercom Groups. You can call another person within your Intercom Group by dialing a code assigned by your organization. The person called will hear you through the speaker on his or her phone. For example, your project team could be an Intercom Group. Members of the project team can contact one on the intercom regardless of whether or not the called person is on the phone.

Use these keys...



to call someone in your Intercom Group

- 1 Press** 

The I/C Group indicator goes on.

- 2 Dial the code of the person you want to talk to.**

The display shows you the number entered. You hear ringing.

Your system administrator will provide you with the code.

- 3 Pick up the receiver.**

to answer an Intercom call

You hear ringing and the I/C Group indicator flashes.

- 1 Press** 

The I/C Group indicator goes on and the display shows you information about the call.

You hear the caller's voice.

If you want to respond,

- 2 Pick up the receiver.**

You can belong to more than one Intercom Group. Your phone will have a separate I/C Group key for each group.



If you want to redial a number you just called, you can call the number again by pressing one key. For example, you were talking to someone and remembered later that you forgot to tell him or her something. You can redial that person's number by pressing one key. Your system administrator will tell you if you can use Last Number Redial on outside calls.

Use these keys...

A rectangular icon with a white background and a blue border, containing the number 5556.

5556

A square icon with a white background and a blue border, containing a black hash symbol (#).


#

to redial a number

You want to speak to the last person you called.

- 1 Press the line key originally used to call the person.**

The line indicator goes on.

- 2 Press  twice.**

The display shows you information about the call.

The last number you called on that line is redialed.

The number on the line key (5556) is an example.

Make Busy

You can make your phone appear busy to all callers except those using the intercom. For example, you may be preparing for an important meeting and don't have time to answer any calls.

Use these keys...

A rectangular button with a blue border and a white background, containing the text "Make Busy". The button has a slight 3D effect with a shadow on the right side.

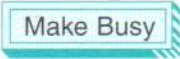
to make your phone appear busy

1 Press 

The Make Busy indicator goes on.

All callers to your phone will hear a busy signal unless you share a line with other people.

If a call comes in on a line you share with others, your indicator flashes but your phone will not ring. The caller will hear ringing. You can still make or answer calls normally.

A rectangular button with a blue border and a white background, containing the text "Make Busy". The button has a slight 3D effect with a shadow on the right side.

to cancel Make Busy

The Make Busy indicator is on.

1 Press 

The Make Busy indicator goes out.

If you are out or don't answer your phone, someone can leave a message for you at your Message Center. You can see if a message is waiting for you at the Message Center by checking to see if your Msg Wait indicator is on.

Use these keys...

5556



to retrieve a message from the Message Center

The Msg Wait indicator is on.

1 Press any line key.

The line indicator goes on.

2 Dial the Message Center's number (___).

The display shows you information about the Message Center.

3 Ask the attendant for your messages.

The Message Center will turn off your Msg Wait indicator.

Enter the Message Center's number in the space provided above. Your system administrator will provide you with the number.

The number on the line key (5556) is an example.

If you share a line with other people who can access your calls, you can use the Privacy key to make sure your calls are private.

Use these keys...

A rectangular button with a blue border and a white background, containing the word "Privacy" in black text. The button has a slight 3D effect with a shadow on the right side.

to make your calls private

You are talking with someone and you don't want anyone to join your call.

1 Press 

You'll hear two beeps. The display continues to show you information about the call. The line indicator stays on.

No one can enter your call.

A rectangular button with a blue border and a white background, containing the word "Privacy" in black text. The button has a slight 3D effect with a shadow on the right side.

to cancel privacy

1 Press 


If other people have the same line that you have, you can let them join your calls by using Privacy Release. For example, if you are talking to someone you can include a coworker in your call.

Use these keys...

A rectangular button with a blue border and a white background, containing the text "Priv Rls".

to use Privacy Release

You are on a call.

1 Press 

Your coworker's line indicator flashes.

A rectangular button with a blue border and a white background, containing the text "5556".

to join the call, your coworker must

1 Press the line key next to the flashing indicator.

You can add only one person at a time to a call. Press Priv Rls each time you want to add another person.

The number on the line key (5556) is an example.

Time/Date

You can find out the current time and date by pressing a key on your telephone. You may want to time your calls for billing purposes. You can also put accurate times on any messages you may take.

Use this key...

A rectangular key icon with a blue border and a white background, containing the text "Time/Date".

to find out the time and date

1 Press 

The display shows the current time and date.

The time and date are shown in the following format:

YY/MM/DD HH:MM

The time and date are shown for 12 seconds. If you press any key during that time, the display will clear.

You can find out the current time and date at any time except when dialing a number.

If you call someone in your organization whose phone is busy, Ring Again notifies you when the line is free. You can then dial the number automatically. For example, Liz needs to get in touch with Jeff and his phone is busy. Liz uses Ring Again to dial his number as soon as it is free. Your system administrator will tell you if you can use Ring Again on outside calls.

Use these keys...

Ring Again

5556

Ring Again

Ring Again

to use Ring Again

You have called someone and the line is busy.

- 1 **Press** Ring Again

The Ring Again indicator goes on and the line indicator goes out. The display clears.

You can make or answer calls while you wait.

When the line is free, you'll hear a tone and the Ring Again indicator flashes.

- 2 **Press a line key.**

The line indicator goes on.

- 3 **Press** Ring Again

The display shows you information about the number you want to reach.

The number is automatically dialed.

You must press Ring Again within a specified time after you hear the tone or the call is canceled. The time is specified by your organization. You can only Ring Again one call at a time. The number on the line key (5556) is an example.

to cancel Ring Again

Before you hear the tone,

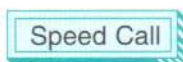
- 1 **Press** Ring Again **or ignore the tone.**

The Ring Again indicator goes out.

Speed Call

You can store frequently used phone numbers in your phone and dial a stored number by pressing one key and a code number. For example, you may want to store the phone numbers of your suppliers. Your organization may also have speed call codes set up for you.

Use these keys...



to store a Speed Call number

Without picking up the receiver,

- 1 **Press**

The Speed Call Indicator flashes.

- 2 **Dial the code number you want associated with the telephone number you are storing.**

The display shows the number entered.

You can store 10 phone numbers. The codes you'll use for them are 0-9. You might be able to store numbers using codes 00-69. Check with your system administrator. A stored number can have up to 24 digits.

- 3 **Dial the telephone number.**

The display shows the number.

- 4 **Press**

The Speed Call indicator goes out and the display clears.

The Speed Call number is stored.

To change a number, just store a new number against an existing code. To erase a number, press Speed Call, dial the code associated with the phone number, and press #.

Enter your Speed Call codes and numbers on the chart on the Quick Reference Card.

Continued...

You can dial a frequently used phone number by pressing one key and a code number. For example, you may want to Speed Call some of your suppliers.

Use these keys...

5556Speed Call

1

2

3

4

5

6

7

8

9

✳

0

#

to make a Speed Call

1 Press any line key.

The line indicator goes on.

2 Press 

The Speed Call indicator goes on.

3 Dial the code associated with the number you want to call.

The display shows you information about the number called. The Speed Call indicator goes out.

The number is automatically dialed.

The number on the line key (5556) is an example.

JOHN

You can find out if a person is busy on a call before you attempt to include them on a conference call or transfer a call to them, with a single key. Station Busy Indication checks all the lines on the person's phone. The phone that is checked is selected by your system administrator. You cannot call a person using this key.

Use this key...

JOHN

to determine if a phone is busy before calling

1 Press the Station Busy Indication key.

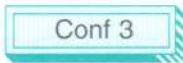
If the person is not on the phone, you hear a tone through the speaker and the indicator flashes for five seconds.

If the person is on the phone, the indicator goes on. When the line is free you hear a tone through the speaker and the indicator flashes for five seconds.

The name on the Station Busy Indication key (JOHN) is an example. Your Station Busy Indication key could have a number, or could have a location on it, instead of a name.

You can add another person to a call you're on, so three of you can talk together. You can talk privately to the person you are adding to the call. For example, you have called a supplier and want to include your manager in the conversation.

Use these keys...



to add another person to a call

You are talking to someone and you want to add another person to the call.

- 1 Press** 

The display clears and you hear three beeps followed by a dial tone. The Conf 3 indicator goes on and the line indicator flashes.

- 2 Dial the number of the person you want to add to the call.**

The display shows you information about the number entered.

When the person answers you can talk privately. The person on your original call cannot hear your conversation.

If the line is busy or if the person doesn't answer, press RIs and then the line key to return to the person you were talking to.

To add the person to the conference call,

- 3 Press** 

The Conf 3 indicator goes out and the line indicator goes on. The display indicates that you are on a conference call.

All of you are now connected.

If you press Conf 3 again, you will disconnect the person you added to the call.

If you were added to a Three-way conference call, you may be able to press Conf 3 and add even more people to the call. Check with your system administrator.

Key	Feature	Page
#	Last Number Redial	19
Auto Dial	Automatic Dialing	4
Auto Ans	Automatic Answer	3
Auto Line	Automatic Line	5
Call Fwd	Call Forward	7,8
Call Park	Call Park	9
Call Wait	Call Waiting	14
Conf	Conference Calls	15
Handsfree	Handsfree	iv
Conf 3	Three-way Conference	11, 13, 29
I/C Group	Intercom Group	18
Intercom	Intercom Calls	16, 17
JOHN	Station Busy Indication	28
Msg Wait	Message Waiting	1, 2, 11, 12, 21
Make Busy	Make Busy	20
Mute	Mute	iv
Override	Busy Override	6
Pickup	Call Pickup	10
Privacy	Privacy	22
Priv Rls	Privacy Release	23
Ring Again	Ring Again	25
Speed Call	Speed Call	26, 27
Time/Date	Query Time and Date	24
Transfer	Call Transfer	13

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