

Meridian 9316 Quick Reference Sheet



PROGRAMMING YOUR PHONE

- With the handset in the cradle, press SAVE.
 - Press the AutoDial button you are programming.
 - Dial the telephone number or feature code exactly as you would normally dial it (4-XXXX or 9-XXX-XXXX).
 - Press SAVE a second time.
 - Follow the instructions on the digital display to assign a name to the AutoDial button.
- OR, press SAVE a third time.

AUTODIAL buttons are programmed by the user.

AutoDial

Program the AUTODIAL buttons following the instructions "Programming Your Phone."

- Lift the handset and press the programmed AUTODIAL button.

Call Forward

- Lift the handset and dial *72.
- After tone, dial the number you wish to forward your calls to and hang up. (Calls can be forwarded to on-campus extensions only.)

To cancel: Lift the handset and dial *73.

TIP: For convenience, program this feature to an AUTODIAL button.

Last Number Redial

- Lift the handset and press the REDIAL button.

Music on Hold

- With the caller on the line, press LINK
- Dial *95 and hang up.
- To return to the caller, lift the handset.

Three Way Call/Transfer

- Call the first party.
 - Press LINK.
 - After you hear dial tone, dial the second party.
 - After the second party answers, press LINK to connect all three parties.
- TIP: This feature is similar to TRANSFER.

Call Pickup

- Lift the handset and dial *76.
 - You will intercept a call coming into another phone in your Call Pickup Group.
- TIP: If more than one line in the group is ringing, you will intercept the one that began to ring first.

MESSAGE WAITING INDICATOR:

"Stutter dial tone." Indicator lamp by request.

Voice Mail available by request on TSR.

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Call Waiting

- At the tone, press the switch hook for 1 second.
- Press the switch hook for 1 second each time you want to switch between calls.

NOTE: You should cancel call waiting to use a modem.

TO CANCEL:

- Listen for dial tone.
- Press *70.
- Dial the number. Call waiting is restored when you hang up.

Caller ID with Number

- View the telephone display before picking up the handset (numbers will display after the second ring).

NOTE: This works for all numbers within the local Tallahassee calling area. If a call is unidentifiable, ***** will appear on the display.

Repeat Dial

- After getting busy signal, hang up.
- Lift handset & dial *66.
- Wait for the recording, then hang up.
- Repeat Dialing will monitor the line for 30 minutes.
- A distinctive ring lets you know when the line you were calling is free.

TO CANCEL Repeat Dialing

- Dial *86.
 - Repeat dialing will cancel automatically after 30 minutes.
- TIP: Repeat Dialing can monitor more than one line at a time.
This will not work for telephone registration.

Speed Call (Program Long, Program Short)

TO PROGRAM SPEED CALL:

(NOTE: Only your office's telephone administrator has programming capability.)

- Lift the handset and dial *74 (for Speed Call Short) or *75 (for Speed Call Long).
- After the tone, dial a one-digit code (0-9) for Speed Call Short or a two-digit code (00-29) for Long.
- Dial the phone number, exactly as you would normally dial it (4-XXXX or 9-XXX-XXXX). Press the # key. After the tone, the number has been saved and you can hang up.

TO USE SPEED CALL:

- Lift the handset and press *, followed by the one or two-digit code.

Call Trace

- Immediately after receiving a harassing phone call, hang up.
- Lift handset, dial *57, follow recorded instructions.
- After getting the recording, hang up. Lift the handset and dial 311.
- The number will be released to the FSU Police.

NOTE: CALL TRACE is for harassing or threatening calls only. A police report must be filed. There will be a charge for a successful trace.

644-HELP (4357)

e-mail: help@otc.fsu.edu

For a full reference guide visit:
www.otc.fsu.edu and link to Phone Finder

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