



St. Joseph's Healthcare, Hamilton

Meridian Telephone Features Quick Reference Sheet

Internal calls within and between all sites

- 5-digit extension
- Local calls
- 9 + area code + seven digits
- Long distance
- 9 + 1 + area code + seven digits
- Switchboard
- 0
- Pocket Paging Access Code
- Charlton-37676
- CMHS-36476
- CAHS-28999

PLACE A CALL

- > Lift Handset (primary line is selected); dial number

ANSWER A CALL

- > Lift Handset (primary line is selected)

DISCONNECT A CALL

- > Press *Rls* (Release) or replace Handset

LAST NUMBER REDIAL (digital phones only)

- Lift Handset or press extension key to select line
- > Press same key again

MESSAGES IN VOICEMAIL

- > When you have messages in your voicemail the red triangle on the top right corner of your phone will be illuminated

CONFERENCE

Conference

- > Press *Conference* key (first party is put on hold)
- > Dial number, wait for answer
- > Press *Conference* key (all parties are connected)
- ** *Repeat process for each party (maximum 6)* **
- > Press *Rls* to disconnect from conference
- Consultation**
- > Press *Conference* key (party is put on hold)
- > Dial number; consult privately
- > Press held line to return to original call

TRANSFER

- > Press *Transfer* key (party is put on hold)
- > Dial extension, wait for an answer
- > Announce call
- > Press *Transfer* key (you are disconnected)

CALL FORWARD

Forward Your Phone (*Internal -5 digits*)

Without lifting the Handset:

- > Press *Forward* key (arrow flashes)
- > Enter extension number where calls are to be forwarded (if forwarding to voicemail enter 32100)
- > Press *Forward* key (arrow is steady)
- Cancel Forward**
- > Press *Forward* key (arrow disappears)

SPEED CALL (Personal)

Store a Number

Without lifting the Handset

- > Press *Speed Call* key (arrow flashes)
- > Enter the Speed Call code number (00-19)
- > Dial Number to be stored - include 9 to dial out
- > Press *Speed Call* key (arrow disappears)
- Place a Call**
- > Press extension key to select line
- > Press *Speed Call* key
- > Dial the Speed Call code associated with number

CALL PICKUP (Within your group)

- > Lift handset or press idle extension key
- Press *Pick Up* (call is presented)

HANDSFREE (only with 2008 and 2616 Sets)

Place a Call

- > Press extension key to select line
- > Dial number

- Change to Handset**
- > Lift Handset
- Activate Handsfree on Existing Call**
- > Press *Handsfree/Mute* key
- > Replace Handset
- Answer a Call**
- > Press the flashing line key
- Mute and Activate Microphone**
- > Press *Handsfree/Mute* key while on a Handsfree call
- (*Arrow Flashes* - your conversation is muted from the party on the line)
- > Press *Handsfree/Mute* to activate microphone (*Arrow is steady*)

RING AGAIN

- > On a busy tone press *Ring Again* and *Rls* (Release)
- > You can make or receive other calls
- > After *Ring Again* tone, lift handset or press extension key
- > Press *Ring Again* key to complete call
- To Cancel**
- > Press *Ring Again* key or ignore recall tone

PROGRAM KEY

OPTIONS AVAILABLE

Select	Option
00	Volume Adjustment
01	Predial Recall
02	Contrast Adjustment
03	Call Timer Enable
04	Idle Screen Format
05	Language Selection
09	Key Click

Note: After any programming procedure, press Program to exit and save the new setting

00 VOLUME ADJUSTMENT

Press Program key

00	VOLUME ADJUSTMENT	<<<	>>>
SELECT OR SCROLL			

Dial 00 to select

1 ■ 2 ■ 3 ■ 4 ■ 5 ■
 XXXXXXXX VOL

Press corresponding number for item being set.

- Ringer
- Buzzer
- Speaker
- Handset
- Handsfree

Press **Volume Control** key to increase or decrease volume for item.
 Press **Program** to save new setting(s) and exit.

01 PREDIAL RECALL

Press **Program**
 Press **Volume Control** key until screen appears:

01 PREDIAL RECALL <<<< >>>>
 SELECT OR SCROLL

Dial 01 to select
 Press **Program** to exit

Number appears in the display:

Press **Volume Control** key to edit number
OR

Press a free line to dial number

02 CONTRAST ADJUSTMENT

Press **Program**
 Press **Volume Control** key until screen appears:

02 CONTRAST ADJUSTMENT <<<< >>>>
 SELECT OR SCROLL

Dial 02 to select

Press **Volume Control** key to increase and decrease the contrast of the display

Press **Program** to save new setting and exit

03 CALL TIMER ENABLE

Press **Program**
 Press **Volume Control** key until screen appears:

03 CALL TIMER ENABLE <<<< >>>>
 SELECT OR SCROLL

Dial 03 to select

CALL TIMER ON
 <<<< >>>>

Press Volume Control key to toggle call timer on or off
 Press **Program** to save new setting and exit

04 IDLE SCREEN FORMAT

Press **Program**
 Press **Volume Control** key until screen appears:

04 IDLE SCREEN FORMAT <<<< >>>>
 SELECT OR SCROLL

Dial 04 to select

May 04 2:10P
 IDLE FORMAT <<<< >>>>

Press **Volume Control** key to view 8 choices:

1j May 04 2:10P 2j May 04 14:10

2j 5 04 2:10P 6j 5 04 14:10

3j 04 May 2:10P 7j 04 May 14:10

4j 04 5 2:10P 8j 04 5 14:10

Press **Program** when desired format is showing to save new setting and exit.

05 LANGUAGE SELECTION

Press **Program**
 Press **Volume Control** key until screen appears:

05 LANGUAGE SELECTION <<<< >>>>
 SELECT OR SCROLL

Dial 05 to select

Press **Volume Control** key until screen appears:

- 01 ENGLISH 06 Netherlands
- 02 FRANCAIS CANADIEN 07 Portugues
- 03 FRANCAIS 08 ITALIANO
- 04 ESPANOL 09 Francais Suisse
- 05 Deutsch 10 Italiano Svizzera

Press corresponding 2-digit number for desired language
 Press **Program** to save new setting and exit

09 KEY CLICK

Press **Program**
 Press **Volume Control** key until screen appears:

09 KEY CLICK
 SELECT OR SCROLL <<<< >>>>
 Dial 09 to select

KEY CLICK ON
 <<<< >>>>

Press **Volume Control** key to toggle key click on or off
 Press **Program** to save new setting and exit

****Important Note: It is not advisable to use the last 2 features described above in options 05 and 09.**