

UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT

User Guide for the Meridian Digital Telephone Sets

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Dialing Instructions

Calls between UCOP Oakland Sites

All calls between UCOP standard telephones at the four UCOP (Franklin, Kaiser, 20th Street, and Broadway) buildings in Oakland can be dialed using the 5 digit (7-xxxx) internal extension numbers.

- Lift the handset (Hear the dial tone)
- Dial the 5 digit extension number

Local Calls

- Lift the handset (Hear the dial tone)
- Dial 9 + 7 digit telephone number

Long Distance Calls

- Lift the handset (Hear the dial tone)
- Dial 9 + 1 + (Area Code) + 7 digit telephone number

UCOP Phone Number Range

UCOP assigns phone lines in the following number ranges:

- 987-0000 through 0999

- (510) 987-9000 through 9999
- (510) 587-6000 through 6499 (New DID numbers for OTT, New Fax-Modems)
- (510) 287-3300 through 3399
- (510) 287-3800 through 3899

Octel Voicemail Access

- Dial 7-0100 for internal access to the voicemail system
- Call (510) 987-0100 for external access

To access the voicemail system from your Meridian phone:

- Obtain dial tone
- Press the Message key (or dial 7-0100)

Release = RLS key

Press the RLS key to cancel or disconnect an active call without replacing the handset.

Last Number Redial

To redial the last number you dialed:

- Obtain the dial tone
- Press the Redial or Line key

Transfer Calls

To transfer a call to another extension:

- Press the Transfer key (the caller is automatically put on hold)
- Dial the 5 digit extension number to which the caller needs to be transferred
- Announce the caller privately to the new party
- Press the Transfer key again
- Hang up

Note: Pressing the Transfer key the second time transfers the caller from your phone to the new party's phone immediately and does not allow you to speak with both the caller and the new party. The Conference Call feature allows you to transfer a call and speak with both parties.

Conference Calls

To set up a conference call with a maximum of five other parties:

- You initiate or receive a call
- Press the Conference key (you will hear three beeps followed by the dial tone)
- The first party is on hold
- Dial the number of party to be added
- If the line is busy or not answered, press the line key on the phone once (same line you just put on hold) to get back to the call
- When the call is answered, privately announce the conference call
- Press the Conference key again (joins all parties in call)*
- (Repeat the above steps to add up to five parties)

*If the call is being transferred, at this point the caller and new party can be announced and you can release (press RLS key) to complete the transfer and disconnect from the conference.

Forward Calls

To re-direct all calls from your prime extension to another extension or to voicemail:

- Do not obtain the dial tone
- Press the Forward key
- Dial the extension number where calls are to be forwarded (for voicemail: 7-0100)
- Press the Forward key again (there's a steady indicator next to the key and CFWD appears in the display)

To cancel forwarding:

- Press the Forward key (the indicator is blank)

To reinstate the last forwarding instructions:

- Press the Forward key twice

Note: Instructions for forwarding other extensions, such as department lines, will be provided to individuals who will be manually forwarding them.

Intercom

To call a person in same intercom group:

- Press the Intercom key
- Dial the 2-digit intercom number
- To answer (there is a distinctive intercom ring and an indicator light), press the Intercom key

Hot Line

A hot line is a direct connection between two phones. This option is not a standard feature but is available upon request.

To place a hot line call:

- Press key marked Htl XX (user's initials). A call will automatically be placed to a matching hotline key on the other party's telephone.

To answer a hot line call:

- Press ringing hot line key.

Speed Call

This feature allows you to store a frequently called number in a Speed Call Code List (10 or 30 numbers per list, or more if requested).

To store a number:

- Obtain the dial tone
- Press the Speed Call key
- Dial the code to be used (0-9 for 10 numbers, 00-29 for 30 numbers)
- Dial number to be stored
- Press the Speed Call key again

To call a number stored:

- Obtain the dial tone
- Press the Speed Call key
- Dial the code associated with the number to be called (number is displayed)

To change a stored number:

- Reprogram the number following the instructions above for storing in a speed call code list number.

To erase a stored number:

- Press the Speed Call key
- Dial the code associated with number
- Press *
- Press the Speed Call key again

Auto Dial

This feature allows you to store a frequently called number in “Auto Dial” (one number per Auto Dial key). Auto Dial keys are blank and not labeled:

- With handset on-hook, press a blank Auto Dial key
- Dial the number to be stored
- Press the key again (the number is stored)

To call a stored number:

- Obtain the dial tone
- Press the appropriate Auto Dial key (the number is displayed)

To change a stored number:

- Reprogram a number following the instructions above for storing an auto dial number

To erase a stored number:

- Press the blank Auto Dial key
- Press *
- Press the key again

Note: Blank key labels for number identification will be provided.

Display Auto Dial or Speed Call Numbers

To display the Auto Dial number:

- Obtain the dial tone
- Press the Display key
- Press the programmed Auto Dial key (the number will be displayed)

To display the Speed Call number:

- Press the Display key
- Press the Speed Call key and dial the speed call code of the number to be displayed

Hands-free/Mute

This option is only available on speakerphones in closed offices.

To activate the microphone for hands-free two-way conversation:

- Press the Hands-free/Mute key

- Dial the number
- When the party answers, speak toward the telephone

To use the handset anytime during conversation:

- Lift the handset
- Call is received through the handset

To return to a hands-free connection:

- Press the Hands-free/Mute key
- Hang up the handset

To mute (turn off) the microphone while in hands-free mode:

- Press the Hands-free/Mute key (the indicator flashes)
- The party on other end cannot hear you

To turn the microphone back on:

- Press the Hands-free/Mute key (the indicator is steady)

Program

This feature adjusts the bell, handset, and speaker volume controls, and changes the keyclick and date/time formats.

To change the parameters on the display and telephone:

- Without lifting the handset, press the Program key
- Dial the number of the feature to be changed (listed below)
- Press the scroll bar below the dialpad to change the parameters
 - 00 = Volume Adjustment (Ringing of Handset)
 - 02 = Display Contrast Adjustment (Lightness or Darkness)
 - 03 = Call Timer (Enable or Disable)
 - 04 = Idle Screen Format (Date & Time)
 - 05 = Language Display Adjustment (English or French)
 - 09 = Keyclick (On or Off)