For additional information,

Dial Telecommunications Center

Centrex Services ... 2-3434
Introduction

Your Meridian 8314 Business Terminal is a single-line set designed to provide simple and convenient access to any custom calling feature that UNL Centrex offers. Its integrated speakerphone provides superior sound quality for both Handsfree calling and group listening.

The Centrex line assigned to you has a set of standard features. Other optional features may or may not have been assigned to your line depending on your telephone needs. If you find that you need additional features, they can easily be added.

Your telephone service has been designed to be practical, functional and convenient to use. Your line has simple access codes to activate your line features. Your set has large feature and directory buttons, adjustable volume controls and distinctive visual indicators.

If you experience any problems with your telephone set or the features on your line, call the Telecommunications HELP DESK at 2-3434.

General Instructions

To make the most effective use of your telephone service, and to create the best possible impression:

1. Give people who might be calling you from outside our Centrex system your complete 7-digit number (472-xxxx).
2. Give people calling you from a University or State Centrex phone your 5-digit number (2-xxxx).
3. Plan your conversation. Jot down the things you want to talk about; you'll save calling time and you won't forget something you wanted to say.
4. Answer promptly - by the end of the first ring if possible.
5. Identify yourself on both incoming and outgoing calls.
6. If possible, answer your calls directly without having them screened or routed through a secretary.
7. Use Voice Mail to answer your phone when you are away.
8. Notify your receptionist when you leave your immediate work area.
9. Check your telephone directory or frequently called list for the correct telephone number.
10. Hang up completely (about 4 seconds) before attempting to place a new call to give the switching equipment a chance to disconnect.

Long Distance Service:

The UNL Long Distance Network is provided for Official University Business Only! No personal calls are allowed. Such calls, when charged to the University, constitute theft and illegal avoidance of state and federal taxes. Further, personal calls are clearly contrary to the proper usage of these facilities.

Report Changes in Personnel, Address and/or Telephone Numbers Promptly:

Complete and return the blue UNL Centrex Directory & Mailing List Update card found in the back of the Centrex Directory.

WARNING: Your Meridian 8314 Business Terminal should not be unplugged and moved from one location to another without notifying the Telecommunications Center. The set is dependent upon the programming at your telephone jack and may not work when plugged into another location. Plugging into another location may result in damage to your telephone and/or the University's switching equipment. DO NOT UNPLUG AND MOVE YOUR TELEPHONE.
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Dialing Instructions

For any questions concerning your phone please dial:
Centrex Service Line........................................................................................ 2-3434

Important: Listen for dial tone before dialing any numbers.

Type of Call: Dial:
University Operator 0
On-Campus Dialing 5 digit number (2-xxxx)
State Offices (471) 5 digit number (1-xxxx)
Local Calls 9 + 7 digit number
Long Distance Calls 9 + 1 + Area Code + 7 digit number
International Calls 9 + 1 + 011 + country code + city
code + 5-7 digit local number
Toll Free Calls 9 + 1 + 800 + 7 digit number
Directory Assistance - Local 9 + 411
Directory Assistance - Long Distance 9 + 1 + Area Code + 555-1212
Directory Assistance - UNL Campus 0
Directory Assistance - Student numbers 2-6800

Note: Refer to the UNL Centrex Telephone Directory for a list of Area, Country and City codes.

Long Distance Operator Handled Call:

To obtain a Telephone Company Operator’s assistance for Credit Card, Collect, Third Number or Prepaid calls: Dial "0” for the UNL operator. Explain the requirement for a telephone company operator's assistance. The UNL operator will connect you.

Remote Access to the UNL Long Distance Network:
The UNL Centrex provides remote access to the UNL Network from Lincoln and the Continental United States. This access allows you to make Official University Calls from your home and while traveling. For an authorization code and instructions on using this system, contact the Telecommunications Center.

Telephone Setup

Checking your telephone
When you first plug in your Meridian 8314, you see a message asking you to make a language selection. Read the directions on the display to select either English or Spanish.

Your telephone also runs a test to ensure that the line cord is connected properly. If the test fails, the display prompts you to check the line cord. Make sure that all connections are fastened securely.

Changing the display language
For changing business requirements, you may wish to change the language of your display messages. Press the hidden Set Options key and follow the instructions on the display. (See Set Options procedure, page 28.)

Setting the time and date
You manually set the time and date. You may have to reset the time and date after a power failure, for Daylight Savings time, and for leap years. Press the hidden Set Options key and follow the instructions on the display. (See Set Options procedure, page 28.)

Turning the ringer ON and OFF
You can turn the ringer OFF by pressing and holding the left side of the volume bar without lifting the handset. Ringer is OFF appears on the display. When you want to turn the ringer ON, press the right side of the volume bar without lifting the handset.

Setting the ring tone and ringer volume
You can choose one of four different ring tones and set the ringer volume. Make sure that the ringer is not turned OFF, then press the hidden Set Options key and follow the instructions on the display. (See Set Options procedure, page 28.) When picking the ring tone, press the volume bar below the dial pad to adjust the volume. Use Save to end only when you are satisfied with the ring tone and ringer volume.

Controlling the ringer volume while the telephone is ringing
While the telephone is ringing, you can press the left or right side of the volume bar for soft or loud ringer volume.

Controlling the receiver volume
While you are on the telephone, you can press the left or right side of the volume bar for soft or loud receiver volume.

Controlling the speaker volume
While you are listening through the speaker, you can press the left or right side of the volume bar for soft or loud speaker volume.
Making Calls

There are two ways to dial calls with the Meridian 8314. Making calls in the usual manner or predial the number and then send it out.

The Meridian 8314 comes with Live dial pad turned OFF, which means you can make regular calls or predial a number (check the number before it is dialed out). Follow the procedures below to make a regular or predialed call.

To make a regular call:
1. Lift the handset.
2. Enter the number using the dial pad.

To make a predialed call:
1. Enter the number using the dial pad.
2. Press and release Dial or lift the handset.

You can turn Live dial pad ON to make the telephone automatically dial out and go on handsfree as soon as you press a dial pad key or memory key. (See page 10 for more about handsfree.) Press the hidden Set Options key and follow the instructions on the display. (See Set Options procedure, page 28.)

Answering & Terminating Calls

Calls from on and off campus will be presented to your line.

Answering Calls on your Line

1. The light beside the line key is flashing.
2. Lift the handset or press and release [Handsfree]. The line key light stops flashing and remains on. If you pressed [Handsfree], the light beside it comes on also.
3. Adjust the volume of the other person's voice with the volume control rocker switch.

Terminating Calls

When you have finished your conversation, or cannot get through to the person called:
1. Replace the handset.
2. Press and release [Rls], instead of replacing the handset. This provides dial tone again in approximately two seconds, and avoids transmitting receiver-to-cradle noise to the other person. During a power failure, use the hookswitch in the handset cradle to disconnect.

Note: Your telephone line has distinctive ringing on incoming calls:
- One long ring for an on-system Centrex call.
- Two short rings for an off-system call.
Part I

Keypad Layout

Follow the display for step by step instructions.

Save: Stores numbers, names, and features in memory.
Directory: Shows the listings you've saved in the Directory.

Cycles through eight contrast settings.

K. JONES
555-1440

Lights up when the telephone rings, a call is on hold, a feature or extension is in use, or a message is waiting.

Hold: Keeps the caller on the line.
Rls: hangs up an active call or exits a list.

Without lifting the handset, press for:
Ringer OFF: Ringer OFF
Ringer ON: Ringer ON

Handsfree: Activates speaker and microphone, or speaker only.
Dial: Dials any displayed number
Redial: Shows a list of the last five numbers you dialed.
Link: Works with certain telephone company features.

Using the Directory:
Use Up List and the dial pad to move through the Directory.
Use Save to add listings.
Use Up List and the dial pad to edit or change numbers and names.
To place a call, press Dial while the name or number is on the display.
Press # to erase items from the Directory.

Using the Redial list:
Use Up List to move up the Redial list.
To place a call, press Dial while the number is on the display.

Using the Set Options list:
See Page 28 of this guide for more information about Set Options.

Write numbers, names, or features stored in memory keys on the key cap label sheet provided.

Using the Directory:
Use Up List and the dial pad to move through the Directory.
Use Save to add listings.
Use Up List and the dial pad to edit or change numbers and names.
To place a call, press Dial while the name or number is on the display.
Press # to erase items from the Directory.

Dial: Dials any displayed number
Redial: Shows a list of the last five numbers you dialed.
Link: Works with certain telephone company features.

Using the Redial list:
Use Up List to move up the Redial list.
To place a call, press Dial while the number is on the display.

Using the Set Options list:
See Page 28 of this guide for more information about Set Options.

Dir: Shows the listings you've saved in the Directory.

To save numbers and names or features in memory:
1. Press Save.
2. Press one of the memory keys or Directory key.
3. Follow the directions on the display.

Write numbers, names, or features stored in memory keys on the key cap label sheet provided.

Link: Works with certain telephone company features.

Using the Directory:
Use Up List and the dial pad to move through the Directory.
Use Save to add listings.
Use Up List and the dial pad to edit or change numbers and names.
To place a call, press Dial while the name or number is on the display.
Press # to erase items from the Directory.

Dial: Dials any displayed number
Redial: Shows a list of the last five numbers you dialed.
Link: Works with certain telephone company features.

Using the Redial list:
Use Up List to move up the Redial list.
To place a call, press Dial while the number is on the display.

Using the Set Options list:
See Page 28 of this guide for more information about Set Options.

Write numbers, names, or features stored in memory keys on the key cap label sheet provided.
Making a Handsfree call

You can dial without using the handset or you can make a regular call and then talk without the handset.

To dial without picking up the handset:

1. Press and release [Handsfree].
2. Enter the number using the dial pad.

To switch to a handsfree call:

1. Lift the handset
2. Enter the number using the dial pad.
3. When the call is answered, press and release [Handsfree].
4. Hang up the handset.

Using the Redial List

If you don't remember a number you just dialed, you can find it in the redial list. The Redial key shows you a list of the last five numbers you called.

To make a call from the Redial list:

1. Press and release [Redial].
2. The display shows the last number you dialed.
3. Find the number you wish to call by pressing or .
4. When the number is displayed, press and release [Handsfree] or [Dial], or lift the handset.
Timing a call

You can program a memory key to time the length of a call.

The timer starts and stops timing each call automatically. To program the timer, press and release the hidden Set Options key and follow the instructions on the display. (See Set Options procedure, page 28.)

To show the timer on the display:

1. Make or answer a call. The timer starts running automatically.
2. Once on the call, press and release the memory key where you've programmed the timer.
3. The display shows the running time of the call.
4. To return to the call information display, press and release the timer key again.
5. When the call is over, hang up the handset or press and release [Rls].
6. The timer stops counting.

Note: When you're not on a call, press and release the timer key to show the elapsed time of the last call.

Hold / Mute

To put a call on hold and take a call off hold:

1. Make or answer a call.
2. Press and release [Hold].
3. The display shows that the call is on hold.
4. To retrieve the call, press and release [Hold], [Handsfree], or lift the handset.

Note: If you don't retrieve the call after 15 minutes, the call is automatically dropped.

Putting a call on mute

You can turn OFF the microphone so that the caller can't hear you but you can still hear the caller. This only works when you are on a handsfree call.

To mute a call:

1. Press and release [Handsfree].
2. Without lifting the handset, make a call.
3. To turn off the microphone, press and release [Handsfree] again.
4. You can hear your caller but your caller cannot hear you.
5. The light beside [Handsfree] flashes.
6. To speak to your caller, press and release [Handsfree] again. Each time you press [Handsfree], you switch between handsfree and mute.
7. When the call is over, press and release [Rls].
Saving Memory Keys

You can save the numbers and names of your customers, business associates or anyone you call frequently in Meridian 8314's eight memory keys. You can store more numbers and names in the Directory (see the Directory section).

If your telephone service has features such as Call Transfer or Call Forwarding, and you frequently switch your calls to the same number, you can store that number, with any necessary feature access code, in any memory location. Use one memory location to activate the feature and a different memory location to deactivate the feature.

To save a number and name in memory keys:

1. Press and release Save.
2. Press and release the memory key where you want to save the number.
3. Enter the number using the dial pad. You can enter a maximum of 24 digits.

Note: If you require a pause (for example, between a telephone number and an access code), press and release Hold where you want the pause.

4. Press and release Save.

To skip the name, go to step 6. To program a name, find the dial pad key that has the first character of the name. Keep watching the display as you press the key until that character appears on the display. Press a different dial pad key for the next character. If the next character is on the same key, press * to move to the next space. For example: To enter the name RUTH press these keys. (See Letter Chart, page 15)

7 7 7 8 8
4 4

Note: To switch between upper and lower case letters, press Hold at any time.

5. Press and release Save.

6. Press and release Save.

4. The light beside it goes off. Those digits are now stored in memory at that location.

Saving Memory Keys (cont)

Letter chart:

1 , . ' & . () 1
2 A B C 2
3 D E F 3
4 G H I 4
5 J K L 5
6 M N O 6
7 P Q R S 7
8 T U V 8
9 W X Y Z 9
* # 0 0

Note: To switch between upper and lower case letters, press Hold at any time.

Saving from the display into memory keys

1. Ensure that a number is on the display. (For example, answer a call or make a call using the dial pad, or use the Redial list.)
2. Press and release Save.
3. Press and release the desired memory key. If the name is displayed with the number, both are now saved in the memory key and you're finished.
4. If no name is displayed, you are prompted to enter one. If you don't want a name, go to step 5. To enter a name, use the dial pad. (See Letter Chart, above.)
5. Press and release Save.
Dialing with Memory Keys

To call from a memory key:

1. Press and release [Handsfree] or lift the handset.
2. Press and release the memory key with the number you want to dial out.

To predial from a memory key:

3. Press and release the memory key with the number you want to dial out.
4. Press and release either [Handsfree], [dial], or lift the handset.

Editing Memory Keys

To edit a memory key:

1. To see its contents, press and release the memory key.
2. Press and release [ ].
3. If you don't want to change the number, go to step 4. To back space and erase digits press [ ] . To add digits, use the dial pad.
4. Press and release [Save].
5. If you don't want to change the name, go to step 6. To add letters, use the dial pad. (See Letter chart, page 15.) To erase letters, press [ ].
6. Press and release [Save].

To delete a memory key:

1. To see its contents, press and release the memory key.
2. To erase, press and release [#] twice.

Note: You cannot edit or delete memory keys if you are in Live dial pad mode. To turn off Live dial pad, see the Set Options procedure, page 28.
Saving Features keys

For easy access, you can save the feature codes of telephone company services in your memory keys.

This works well with network features such as call forwarding, call screen, and call return. Some features require an ON and OFF code in two separate keys, while other features are stored on only one key. The following procedures show you how to save either an ON or OFF code.

**To save a feature ON or OFF code:**

1. Press and release \textit{Save}.
2. Press and release the desired memory key.
3. Enter the telephone company feature code for turning the feature either ON or OFF.
4. Press and release \textit{Save} again.
5. Enter the feature name using the dial pad. (See Letter chart, page 15.)
6. Press and release \textit{Save} again.
7. Label the memory key (see label sheet for instructions).

**Note:** See the corresponding pages in Standard and Extended line features sections for the appropriate feature codes.

Using Feature Keys

When a memory key is programmed with a feature code, that code must be dialed out in order to activate or deactivate the feature.

**To turn a feature ON or OFF:**

1. Press and release the memory key where you stored the desired feature.
2. Press and release either \textit{Handsfree}, \textit{Dial}, or lift the handset.
3. The display shows the feature name and code.
4. The feature code is dialed out, which turns the feature ON or OFF.
Saving FeatureLight keys

You can make the indicator light come ON when you turn a feature ON and go OFF when you turn that same feature OFF.

You can only do this with one feature. This works well with any service that has separate ON and OFF codes, such as call forwarding.

For example, you may want the light to remind you that you have turned call forwarding ON. To do this, use one memory key to turn the indicator light ON when you activate the feature. Use the second memory key to turn the indicator light OFF when you deactivate that same feature. The following procedures show you how to program a Feature Light ON and OFF key.

To save a FeatureLight ON or OFF key:

1. Press and release [Save].
2. Do NOT select a memory key yet.
   To program the light ON, press and release [1].
   To program the light OFF, press and release [0].
3. Press and release the desired memory key.
4. Enter the Centrex feature code for turning the feature ON or OFF.
4. To confirm the number, read the display.
5. Press and release [Save] again.
6. Label the memory key (see label sheet for instructions).

Note: See the corresponding pages in Standard and Extended line features sections for the appropriate feature codes.
Using the Directory

Meridian 8314 keeps the numbers and names of your business associates, clients, contacts, or friends at your fingertips.

Meridian 8314 lets you store up to 50 entries in alphabetical order so that you can dial numbers directly from the Directory. The Directory orders the names by the first character. If you want your Directory sorted by the last name, enter the last name first. If you don't enter a name, the item is sorted by number. All number items are at the beginning of the Directory.

To find items in the Directory:

1. To see the Directory list heading, press and release Directory.
2. To see the listings that start with a particular letter, press the appropriate dial pad key. Then, to see the other listings under that letter press and release . (For example: 5 takes you to the first "J" listing, then takes you to the next "J" listing. 5 5 takes you to the first "K" listing.) Use the same letter chart as for the memory keys, on page 8. OR, to move down and up the list, press and release or . If you want to scroll continuously, press and hold or .

Note: If you're on a call while you're in the Directory, Rls also drops the call.

Saving to the Directory

To save a new number:

1. Press and release Save.
3. Enter the number using the dial pad.
4. Press and release Save.

Only the number is stored at this point.

5. If you don't want a name, go to step 6. To enter a name, use the dial pad. (See Letter chart, page 15.)
6. Press and release Save.

To save a displayed number:

1. Ensure that a number is on the display. (For example, make a call using the dial pad, or use the Redial list or a memory key.)
2. Press and release Save.
4. If the name is displayed with the number, both are now saved in the Directory.
4. If no name is displayed, you are prompted to enter one. If you don't want a name, go to step 5. To enter a name use the dial pad. (See Letter chart, page 15.)
5. Press and release Save.

Note: To backspace and erase a mistake, press and release .
Calling from the Directory

To make a call from the Directory

1. Press and release [Directory].
2. Find the item you want to dial out. (See page 22.)
3. Press and release [Handsfree], [Dial], or lift the handset.
4. To end the call, press and release [Rls] or hang up.

Editing in the Directory

To edit a number and/or name in the Directory:

1. Press and release [Directory].
2. Find the time you want to edit. (See page 22.)
3. To begin editing, press and release [Edit].
4. If you don't want to change the number, go to step 5. To backspace and erase digits, press and release [Backspace]. To add digits, use the dial pad.
5. Press and release [Save].
6. If you don't want to change the name, go to step 7. To change or add to the name, use [Edit] and the dial pad. (See Letter chart, page 15.)

Note: If you edit the wrong item or want to quit without saving changes, press and release [Directory] or [Rls].

7. Press and release [Save].

To delete an item from the Directory:

1. Press and release [Directory].
2. Find the item you want to delete. (See page 22.)
3. Press and release [#] twice.
4. You are still in the Directory.
4. To leave the Directory at any time, press and release [Directory] or [Rls].

Note: To leave the Directory at any time, press and release [Directory] or [Rls]. If you're on a call while you're in the directory, Rls also drops the call.
Display Messages

Meridian 8314's display guides you step by step.

General display messages

<table>
<thead>
<tr>
<th>Message</th>
<th>What it means</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check line cord</td>
<td>If there is no dial tone, make sure the line cord and handset cord are attached securely.</td>
</tr>
<tr>
<td>Directory empty</td>
<td>The Directory remains empty until you add names to it.</td>
</tr>
<tr>
<td>Directory full</td>
<td>The Directory has a 50 entry limit. If you want to add an item, delete an item you no longer use.</td>
</tr>
<tr>
<td>No changes made</td>
<td>An extension telephone is using the line. Wait until the message disappears before making your call. Or, someone is trying to use the same line on an extension telephone.</td>
</tr>
<tr>
<td>Feature ON</td>
<td>The Feature Light ON key has been pressed and the code dialed out. To turn OFF the feature and the light, press and release the Feature Light OFF key and Press Handsfree, Dial, or lift the handset. (see page 21.)</td>
</tr>
<tr>
<td>Key is locked</td>
<td>The memory key is factory programmed and cannot be erased or reprogrammed. Program a different memory key.</td>
</tr>
<tr>
<td>Message Waiting</td>
<td>Your voice mail service has received a call for you. (To subscribe to voice mail service, contact Centrex Services at 2-3434)</td>
</tr>
<tr>
<td>Redial list is empty</td>
<td>This appears if you press Redial before making any calls on your telephone or if power has been interrupted.</td>
</tr>
<tr>
<td>Ringer is OFF</td>
<td>The ringer volume is turned OFF. To turn the ringer ON; without lifting the handset, press the right side of the volume bar. If you are in the Set Options list, press and release Rls to exit before turning the ringer ON.</td>
</tr>
<tr>
<td>...xxxxxxxxxxxxxxx</td>
<td>The telephone number is longer than the display. The display shows ... and the last 15 digits of the number.</td>
</tr>
</tbody>
</table>

Display and Light Messages

Knowing when you have a message

Meridian 8314's set indicator light lets you know that your voice mail system has a message for you. The set indicator light remains ON and the display shows Message Waiting after your voice mail has received a call. Contact your local telephone company to find out how you can subscribe to message waiting services.

Learning about the lights

Meridian 8314's set indicator light also alerts you when another extension is on the line, the telephone rings, a call is on hold, a feature is ON, or the ringer is OFF. There is a small red light beside Handsfree to show you the status of handsfree and mute.

Set indicator light messages

<table>
<thead>
<tr>
<th>Feature</th>
<th>Light</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call is on hold</td>
<td>Indicator light flashes quickly.</td>
</tr>
<tr>
<td>Extension in use</td>
<td>Indicator light is ON.</td>
</tr>
<tr>
<td>Feature ON</td>
<td>Indicator light is ON.</td>
</tr>
<tr>
<td>Message Waiting</td>
<td>Indicator light flashes slowly.</td>
</tr>
<tr>
<td>Ringer is OFF</td>
<td>Indicator light is OFF.</td>
</tr>
<tr>
<td>Visual Ringing</td>
<td>Indicator light flashes very quickly.</td>
</tr>
</tbody>
</table>

Handsfree light messages

<table>
<thead>
<tr>
<th>Feature</th>
<th>Light</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call is on Handsfree</td>
<td>Handsfree/Mute light is ON.</td>
</tr>
<tr>
<td>Microphone is muted</td>
<td>Handsfree/Mute light flashes quickly.</td>
</tr>
</tbody>
</table>

Viewing multiple display and light messages

When you aren't using the telephone, there are up to four messages that can be active at any time: time and date, Feature ON, Message Waiting, and Ringer is OFF. When more than one of these messages is active, the display shows the most recent message and its associated light. You can view the other messages by pressing the bottom right-hand corner. Each time you press [ ], the display shows the next active message and its associated light. You can leave any one of the active messages on the display.
Set Options

Meridian 8314 has five options to customize your telephone.

To reveal the Set Options key, move the sliding panel which is located below the display. To see each of the choices, press the Set Options key. You can change any of the five options by following the change procedure below.

To change any of the five options:

4  Don't pick up the handset.
1  Slide the panel (Which is located below the display) and press the Set Options key.
2  To move through the list of options, press or OR Press the desired option number on the dial pad. (For example, when 5 items in list appears on the display, set the time and date by pressing 2)
3  To make a change, follow the instructions on the display.

1. Change the display language
You have a choice of display messages in one of two languages.

2. Set the time and date
You can manually set the time and date.

3. Set the ring tone and ringer volume
You can choose one of four different ring tones and set the ringer volume.

4. Add a timer key
A timer can be programmed into one of your memory keys and then be used to display the length of a call.

5. Select the dial pad mode
You can turn Live dial pad OFF for regular or predial mode, or you can turn Live dial pad ON and have numbers dialed out instantly.

Helpful Hints

The display is in the alternate language.
You can change to the other language by pressing the Set Options key and pressing twice.

The cursor doesn't move when saving in the Directory.
The number or name is too long. Numbers can be no longer than 24 digits and names can be no longer than 16 characters.

You cannot save a Directory number into a memory key.
You cannot save Directory items into memory keys. Once you are in the Directory, the Save key can only add an item to the Directory.

There is no information on the display and the ringer volume is low.
Make sure the power adaptor is plugged in a working electrical outlet.

You cannot hear a caller or be heard.
Make sure the handset cord is inserted securely into the jack.

The power is out and display is blank.
Meridian 8314 still operates as a regular telephone during a power failure. You can dial using the dial pad and you can receive calls, but the other keys and the display do not operate until the power is restored.

The display works but you can't hear dial tone.
Your telephone line may be wired differently from the telephone jack. To have a service person correct the wiring, contact your telephone company.

The telephone wobbles.
Check that the handset cord is placed in the channel between the stand and the telephone.

You cannot program a memory key.
Some of the memory keys may be factory-programmed. These keys are locked and cannot be erased or reprogrammed.
Part II

Call Hold

The Call Hold feature allows you to place calls on hold while you are doing something else. This feature can also be used to place a call on hold to activate another line feature such as pickup.

To Place a Call on Hold

1. Ask the party if they are able to hold.
2. Press the Link button, you will receive special feature dial tone.
3. Dial: *74, listen for confirmation tone.
4. DO NOT REPLACE THE HANDSET CRADLE.
5. You have 10 seconds of dial tone to activate a feature or place a call.

To Retrieve the Call

1. Press the Link button, you will receive a special feature dial tone.
2. Dial: #74, listen for confirmation tone.

Note: You can flip-flop between the party on hold and the party that you called by pressing the Link button and dialing #74. There is no limit to the amount of times you can flip-flop between the two parties.

If you replace the handset in the cradle, the “held ” call will automatically ring. You can only place one party on hold. The call is on hold for an indefinite time provided neither party hangs up.

If you have the Call Waiting feature on your line, you do not have the Call Hold feature.
**Conferencing**

The Conference feature may be used to set up phone conversations between yourself and up to six other people.

**To Set up a Conference Call**

1. Lift the handset.
2. Dial: 7 6, you will receive a dial tone.
3. Dial the number of the first conferee.
4. A conferee answers and wishes to be added to the conference call.
5. Press and release Link, wait for tone.

**To Add Another Conferee to the call**

1. Press and release Link, wait for tone.
2. Dial the number of the next conferee.
3. A conferee answers and wishes to be added.
4. Press and release Link, wait for tone.
6. For each additional person to be added to the conversation repeat steps 1 thru 4.

**If the Conferee Does not wish to be added**

1. Press and release Link wait for tone.
2. Dial: 7 6 to release the conferee.

**Note**: Larger conference sizes are available, call the Telecommunications Center. Do not put the conferee on hold: Pressing Link does that automatically.

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**Call Transfer / 3-Way Call**

This feature is used to transfer a call to another party without the help of the attendant or receptionist. You may also consult privately with the person to whom you are transferring the call.

**To Transfer a Call**

4. Inform the first caller that you are transferring him or her to another person.
1. Press and release the Link key and listen for a dial tone.
2. Dial the telephone number of the person to whom you wish to transfer the call.
4. When the person answers, inform him or her that you are transferring a call.
3. Hang up to complete the transfer.

**To Add a Third Person to a Call** (Three-way calling)

4. Inform the first caller that you are putting him or her on hold in order to set up a three-way call.
1. Press and release the Link key and listen for a dial tone.
2. Dial the telephone number of the third person.
3. When that person answers, inform him or her that you are initiating a three-way call and then press and release the Link key to begin the three-way call.

**Note**: Should the number be busy or the party not available, press Link twice, slowly. You will be reconnected with the holding party.
If you reach an incorrect number, press Link twice, slowly, and start over.
Consultation Hold

This feature allows you to consult on another call while placing your first caller on hold. This can be done with only one line.

**To Consult while on a call**

1. Ask your party if they are able to hold.
2. Press \textit{Link} once.
3. Dial the number of the party to whom you wish to consult.
4. You are now connected to this person and you may consult privately.
5. When you are finished consulting, allow the person you called to hang up. You will be automatically reconnected to your original caller.

**Ring Again**

If you make an on-system call to someone and their phone is busy, Ring Again will notify you when the line becomes free and then dials automatically for you.

**To Initiate Ring Again**

1. You have called a busy extension and wish to be connected as soon as it becomes free.
2. Press and release \textit{Link} once, you will hear a special feature dial tone.
3. Dial: 275 you will hear two beeps of confirmation tone.
4. Hang-up.
5. When both telephones are available, your telephone will ring.
6. Lift your handset, you will receive a ringing tone and the called telephone will ring.

**To Cancel Ring Again**

1. Before you receive Ring Again notification, lift your handset and dial 275.

**Note:** Only one Ring Again request can be activated at a time; however, you may still originate and receive calls during this period.

If you are on the telephone when the Ring Again recalls, the feature will remain pending until both telephones are not busy.

If you hear a busy signal when lifting your handset, the other person has lifted their handset to place or receive a call. Return your handset: Ring Again is still activated.

**Note:** Should the number be busy or the party not available, press \textit{Link} twice, slowly. You will be reconnected to the holding party.

If you reach an incorrect number, press \textit{Link} twice, slowly, and start over.
These features forward your calls to another number when you are on your line and/or away from your work area.

**Call Forward Don't Answer**

- **This feature** is preprogrammed by the UNL Telecommunications Center.
- **If you have this feature**, your phone will ring three times and then forward to a predetermined number.

**Note:** If the number your phone forwards to is busy, the call will continue to ring on your line until the other phone is idle or the caller abandons.

**Call Forward Busy**

- **This feature** is preprogrammed by the UNL Telecommunications Center.
- **If you have this feature**, when you are busy on a call and someone else calls your line, that call will forward to a predetermined number.

**Note:** If the number your phone forwards to is busy, the caller will receive a busy signal.
Call Forward Universal

All calls made to your line can be automatically forwarded to any number.

To Activate Call Forwarding Universal

1. Lift the handset and listen for a dial tone.
3. Dial the number to which your calls will be forwarded. (Remember to dial "9" for off-campus.)
4. You will hear two beeps of confirmation tone.
5. Hang-up.

To Cancel Call Forwarding Universal

1. Lift the handset and listen for a dial tone.
3. Hang-up.

Note: To check the status of Call Forwarding, lift your handset and dial 7, 2. You hear an error message if Call Forwarding has already been activated, or the special dial tone if it has not.

To verify the number to which calls are being forwarded, dial your own number from your telephone. Your call should ring at the telephone to which you forwarded your calls.

You may still place calls from your telephone while the Call Forwarding is activated.

There are two other types of call forwarding listed on the previous page. You may have one or any combination of call forwarding on your line.

Call Park

This feature permits you to park a call against your line. Once parked, you can move to any other centrex phone and retrieve that call.

To Park a Call on your Line

1. You are talking to someone and wish to park the call.
2. Press and release Link once, and listen for a dial tone.
4. Hang-up.

To Retrieve a Parked Call

1. Lift the handset.
2. Dial: #, 7, 8
3. Dial the number the call was parked against. (2-xxxx)
4. You are now reconnected to the caller.

Note: If you leave a call parked for longer than 60 seconds, it will ring the station that parked the call.
Call Pickup

Telephones in your department may be arranged in Call Pickup groups. This feature allows you to answer any call made to a phone in your Call Pickup group.

To Answer a Ringing Telephone

1. Lift your handset and listen for a dial tone.
2. Dial: *77.
3. The call is automatically routed to your telephone and you are connected to the caller.

Note: If you are on an existing call and wish to answer another ringing telephone utilizing Call Pickup, you must put your original call on hold using the Call Hold feature.

If more than one call is incoming to your Call Pickup group, calls are picked up in the order in which they entered the group.

When answering a call for someone in your Pickup group, you may not be able to tell which line you are answering. In order to avoid answering with the wrong name, it may be helpful to answer with the name of your department.

Call Waiting

If you are on the phone and a second call comes in, this feature will notify you that another call is waiting. You may answer the call privately without disconnecting the first call.

To Answer a Call Waiting

1. A single short burst of tone, heard through the handset and repeated once after 10 seconds, informs you that a call is waiting for you.
2. Inform the first caller that you are putting him or her on hold to answer an incoming call.
3. Press and release Link once. You are automatically connected to the second call and the first call is put on hold.
4. Answer the second call.

To return to the original call.

1. Inform the second caller that you are putting him or her on hold to return to the first call.
2. Press and release Link again.
3. Complete the first call.

Note: You may alternate between the two calls as many times as you desire by pressing Link.

If you hang-up while you have a call waiting, your telephone will ring.
Speed Call

This feature allows the programming of telephone numbers so that they can be dialed automatically simply by entering a code.

**Four types of Speed Calls are available:**

1. An individual short list of up to 10 telephone numbers with one digit codes.
2. An individual long list of up to 30 telephone numbers with two digit codes.
3. An individual long list of up to 70 telephone numbers with two digit codes.

**Note:** The individual short and long list are unique to your set and are programmed and changed by you on your set.

4. A group list of up to 70 telephone numbers with two digit codes.

**Note:** The group list can be shared by other sets on the UNL Centrex and may only be programmed and changed by the controlling business set in the group.

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Speed Call - Short

An individual short list of up to 10 telephone numbers with one digit codes.

**Programming a Speed Call Number**

1. Lift the handset and listen for a dial tone.
2. Dial: [#] [1], you will receive a special feature dial tone.
3. Dial the one digit code (0-9) associated with the number being stored.
4. Dial the complete number to be stored. (Remember the "9" for off-campus)
6. Hang-up.
4. Repeat steps 1 thru 6 to store up to 10 numbers.

**Using the Speed Call List**

4. You wish to place a call using your speed call short list.
1. Lift the handset, and listen for the dial tone.
3. Dial the one digit speed call number code for the number to be dialed.
4. The number is automatically dialed.

**Note:** There is a timing factor when programming a number into Speed Call. If you dial too slowly it will time out. It is a good idea to write out the entire sequence of numbers to be stored. For example:

```
#1 - - - - - - 1 - - - - - - - - - 9 - - - - - 472-7211 - - - #
Access   Speed Call   Off-Campus   Telephone   Signal
Code     Number Code   Access    Number    Finished
```

---
Programming a Speed Call Number

1. Lift the handset and listen for a dial tone.
2. Dial: [#4], you will receive a special feature dial tone.
3. Dial the two digit code (00-69) associated with the number being stored.
4. Dial the complete number to be stored. (Remember the "9" for off-campus).
5. Press: [#], hear the confirmation tone.
6. Hang-up.
7. Repeat steps 1 thru 6 to store up to 10 numbers.

Using the Speed Call List

1. You wish to place a call using your speed call long list.
2. Lift the handset, and listen for the dial tone.
3. Press: [*71].
4. Dial the two digit speed call number code for the number to be dialed.
5. The number is automatically dialed.

Note: There is a timing factor when programming a number into Speed Call. If you dial too slowly it will time out. It is a good idea to write out the entire sequence of numbers to be stored. For example:

#4-01-9-472-7211-#
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