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This document is based on Generic X11 release 16 software.
Your Meridian* M2317 Digital Display Telephone has a wide range of business telephone features, including a display which keeps you updated with valuable information about your calls. This user guide will familiarize you with the many features of your M2317. In addition, the Quick Reference Card is a handy reminder of how to use these features.

Your System Administrator has assigned certain features to your M2317 telephone. 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.

The M2317 displays information about all your calls. Display information can include names, telephone numbers, and prompts which guide you through activities.

Learning the keys

You will see three different kinds of keys: fixed keys, programmed keys, and softkeys.

Fixed keys and programmed keys are the 14 ‘hardkeys’ on the phone. The functions of the fixed keys are pre-defined and are printed right on the key. The functions of the programmed keys are assigned by your System Administrator. Programmed keys have label inserts. In this guide, hardkeys are shown like this:

![Auto Dial](image)

The five unlabeled keys directly under the display are softkeys. Their labels appear on the bottom line of the display. In this guide, softkeys are shown like this:

![FORWARD](image)

* Meridian is a trademark of Northern Telecom Limited.
What the icons mean

You will see the following symbols on the M2317 display when the associated feature is active:

- 🔗 Call Forward
- 🔮 Message Waiting
- 🔢 Ring Again
- 🔘 Data Call Forward
- 🔖 Data Ring Again

You will see the following symbols next to the hardkeys on your M2317:

- 🅿️ off The line or feature is not in use.
- 🔴 on The line or feature is in use.
- 🔸 flashing A call is coming in.
- 🔸 fast flashing A call is on hold, or the corresponding feature key is being programmed.
**Making a call**

To make a call with your M2317, you can pick up the handset, press an extension key, or press the Handsfree/Mute key. If you press an extension key, you will automatically turn on the built-in speaker and microphone (see the section Using Handsfree and Mute).

**Pre-dialing a call**

Pre-dialing lets you dial without first picking up the handset or pressing an extension key. You will be able to dial, then check the number to see if you have dialed correctly, before getting a dial tone.

1. **Dial a number.**
2. **If you make a dialing error, use ← to backspace one digit at a time, or use CLEAR to clear the display and start over.**
3. **When you have finished pre-dialing, pick up the handset, press an extension key, or press the Handsfree/Mute key.**

   The number is automatically dialed.

**Answering a call**

Your phone rings. An extension key indicator flashes.

1. **Pick up the handset, or press the extension key next to the flashing indicator.**

   You are connected to the call.
Putting a call on hold

You are on a call.

1 Press the Hold key.

The extension key indicator flashes.

The call is put on hold.

Press the extension key to get back to the call.

If you are not on another call, you may hear a periodic buzzing to remind you that you have put a call on hold. The other phones that share your extension do not buzz.

Scrolling through the display

If you are connected to an internal call, you may see the name and telephone number of the person to whom you are talking on your display. Sometimes you will see only part of this information, because the number and name do not both fit on your screen. In this case, you can get to the additional information by pressing \(--\rightarrow\). (You may need to press more... to see the \(--\rightarrow\).) To return to the original screen, press \(--\rightarrow\).

After a call is connected, any digits entered are shown on a new screen. Use \(--\rightarrow\) to alternate between the name, the number, and the new screen.

If a call was rerouted to your phone, the caller’s number and the number from which the call was forwarded are displayed. Depending on the configuration of your telephone, either the name of the caller, or the name of the person to whom the call was originally made is displayed. An explanation of why you are receiving the call (for example, ‘CFWD’ for Call Forward) may also be displayed.

Ending a call

1 Press the Ris key.
Controlling the volume

While listening to the handset or speaker, or while your phone is ringing:

1. Press either 📲 or 🎧 on the volume control bar until the volume is at the desired level.

   If you adjust the handset volume, it automatically returns to the default setting after you hang up.

Changing the display from English to French

When your display is in the English mode, the word FRENCH may appear on your softkey display. Press the FRENCH softkey to change to French display messages.

Once in the French mode, the word ANGLAIS appears on your softkey display. Press the ANGLAIS softkey to return to an English display.
The Meridian SL-1
M2317 Telephone

Handset
Microphone
Volume Control Bar
Hold Key
Indicators
Handsfree/Mute Key
Release Key
Main Extension Key
Feature and/or Extension Keys
Softkeys
Display
Loudspeaker
Using the Handsfree feature allows you to have a conversation without picking up the handset. While using Handsfree, speak clearly facing the microphone, raise your voice if you move away from your M2317, and be aware that background noises may be transmitted through the microphone.

Making a Handsfree call

1. Dial a telephone number.
2. Press the Handsfree/Mute key or an extension key.
   
   *The Handsfree indicator lights steadily and a dial tone is heard through the speaker. The indicator next to the main extension key also lights steadily.*

3. When the person answers, speak toward the microphone on your phone.

Answering a call

Handsfree

1. Press the extension key or the Handsfree/Mute key.

   *The Handsfree indicator lights steadily and the indicator next to the extension key in use lights steadily.*
### Turning off the microphone

You are on a Handsfree call, and you want to turn off the microphone so you can speak privately with someone in your office.

1. **Press the Handsfree/Mute key.**
   *The Handsfree/Mute indicator flashes.*
   The person on the other end cannot hear you.

2. **To turn the microphone back on, press the Handsfree/Mute key again.**
   *The Handsfree/Mute indicator lights steadily.*

### Switching between the handset and Handsfree

You are on a Handsfree call, and you want to use the handset.

1. **Pick up the handset.**
   Handsfree is turned off automatically.

You are on a call using the handset, and you want to switch to Handsfree.

1. **Press the Handsfree/Mute key.**
   *Handsfree is activated and the Handsfree/Mute indicator lights steadily.*

2. **Hang up the handset.**

### Ending a Handsfree call

1. **Press the RIs key.**
The softkeys are the five keys just beneath the display. The feature names on the display are the labels for the softkeys. When you see a feature you want to use, press the key directly below the feature name. The softkey labels may change when you start an activity. Prompts will help you decide which softkey to select.

**more...**

Pressing more... shows you the rest of the softkeys that you can use at that time.

The more... softkey is always in the far right position of the softkey set.

**OK**

The OK softkey is used to confirm information entered and to activate certain features. For example, if you are storing a Speed Call number, you dial a code and a number. Then you press OK to confirm and store the number.
<table>
<thead>
<tr>
<th>Softkey</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNT</td>
<td>Enters a charge account number</td>
</tr>
<tr>
<td>ANGLAIS</td>
<td>Changes from a French display of softkeys to an English display</td>
</tr>
<tr>
<td>AUTO</td>
<td>Puts the timer in automatic mode</td>
</tr>
<tr>
<td>&lt;--</td>
<td>Moves back one space</td>
</tr>
<tr>
<td>- - --&gt;</td>
<td>Scrolls through the display</td>
</tr>
<tr>
<td>CALL</td>
<td>Calls the Ring Again number</td>
</tr>
<tr>
<td>CALL</td>
<td>Calls the Data Ring Again number</td>
</tr>
<tr>
<td>CALLPTY</td>
<td>Enters the calling party's number for accounting purposes</td>
</tr>
<tr>
<td>CANCL</td>
<td>Cancels Call Forward</td>
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<tr>
<td>CANCL</td>
<td>Cancels Ring Again</td>
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<tr>
<td>CHARGE</td>
<td>Charges calls to an account</td>
</tr>
<tr>
<td>CHECK</td>
<td>Checks the Data Call Forward number</td>
</tr>
<tr>
<td>CHECK</td>
<td>Checks Call Forward</td>
</tr>
<tr>
<td>CLEAR</td>
<td>Clears the display</td>
</tr>
<tr>
<td>CNCL</td>
<td>Cancels Data Call Forward</td>
</tr>
<tr>
<td>CNCL</td>
<td>Cancels Data Ring Again</td>
</tr>
<tr>
<td>CONFER</td>
<td>Sets up a conference call</td>
</tr>
<tr>
<td>CONNECT</td>
<td>Connects a transfer or conference call</td>
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<tr>
<td>DATA</td>
<td>Displays the available data softkeys</td>
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</table>

Continued
<table>
<thead>
<tr>
<th>Softkey</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>DELETE</td>
<td>Erases a message from your Meridian Mail mailbox</td>
</tr>
<tr>
<td>EXIT</td>
<td>Exits from the current activity to the idle screen</td>
</tr>
<tr>
<td>FORWARD</td>
<td>Forwards your calls</td>
</tr>
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<td>FRENCH</td>
<td>Changes from an English display of softkeys to a French display</td>
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<td>HELD#</td>
<td>Returns you to a call on hold</td>
</tr>
<tr>
<td>LAST</td>
<td>Allows you to review the previous message in your Meridian Mail mailbox</td>
</tr>
<tr>
<td>LAST#</td>
<td>Calls the last number dialed</td>
</tr>
<tr>
<td>LASTFWD</td>
<td>Displays the last forwarding number</td>
</tr>
<tr>
<td>MANUAL</td>
<td>Puts the call timer in Manual mode</td>
</tr>
<tr>
<td>MESSAGE</td>
<td>Calls the Message Center or Meridian Mail more...</td>
</tr>
<tr>
<td></td>
<td>Displays the rest of the available softkeys</td>
</tr>
<tr>
<td>NEXT</td>
<td>Allows you to review the next message in your Meridian Mail mailbox and to show the next number in the Speed Call list</td>
</tr>
<tr>
<td>OK</td>
<td>Confirms information and activates certain features</td>
</tr>
<tr>
<td>PARK</td>
<td>Puts a call on hold without tying up an extension (Call Park)</td>
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<tr>
<td>PAUSE</td>
<td>Allows you to pause when listening to Meridian Mail voice messages</td>
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<tr>
<td>PICKUP</td>
<td>Answers calls in your Call Pickup Group</td>
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Continued
<table>
<thead>
<tr>
<th>Softkey</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLAY</td>
<td>Allows you to listen to Meridian Mail voice messages</td>
</tr>
<tr>
<td>PREV</td>
<td>Shows the previous number in the Speed Call list</td>
</tr>
<tr>
<td>PRIVREL</td>
<td>Lets another person join your call (Privacy Release)</td>
</tr>
<tr>
<td>QUIT</td>
<td>Allows you to leave the Meridian Mail voice message system</td>
</tr>
<tr>
<td>REENTER</td>
<td>Allows you to reenter a valid Status code</td>
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<tr>
<td>RESET</td>
<td>Starts the timer at 0:00:00</td>
</tr>
<tr>
<td>RINGAGN</td>
<td>Turns on Ring Again</td>
</tr>
<tr>
<td>RLSDATA</td>
<td>Ends a data call</td>
</tr>
<tr>
<td>SAVE #</td>
<td>Saves the last number dialed</td>
</tr>
<tr>
<td>SAVED#</td>
<td>Calls the saved number</td>
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<td>SKIP &lt;- -</td>
<td>Rewinds the voice message</td>
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<td>SKIP - -&gt;</td>
<td>Fast forwards the voice message</td>
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<tr>
<td>SPEED#</td>
<td>Makes a speed call</td>
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<td>Restarts the timer after a pause</td>
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<td>STOP</td>
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</tr>
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<td>SWAP</td>
<td>Allows you to switch between the original call and the second call you made to set up a transfer or conference call</td>
</tr>
<tr>
<td>TIMER</td>
<td>Times your phone calls</td>
</tr>
<tr>
<td>TRANSFR</td>
<td>Transfers calls</td>
</tr>
</tbody>
</table>
The optional voice features allow you to make the best use of your phone.

Your System Administrator will tell you which features have been assigned to your M2317. Contact your Administrator if you would like to add or change any features.
If a call was transferred to you by the attendant, you can get back to the attendant during the call using the Attendant Recall feature.

Recalling the attendant

You are on an active call which was transferred to you by the attendant.

1 Press the Att Recall key.
2 Stay on the line until the attendant answers.
   The attendant joins your call.
3 Press the RI key or hang up.
   The caller is connected to the attendant.
The Auto Answer feature automatically answers incoming calls on your main extension by turning on Handsfree after one ring.

Automatically answering your calls

1. **Press the Auto Ans key.**
   
   *The Auto Answer indicator lights steadily.*
   
   *When a call comes in, your phone rings once.*
   
   Handsfree is automatically turned on.

2. **Answer the call by speaking toward the microphone.**

   When Auto Answer is on, keep in mind that you are automatically connected to the caller, and that the caller can hear you immediately.

Canceling Auto Answer

1. **Press the Auto Ans key.**

   *The Auto Answer indicator goes off.*
Auto Dial

You can store a frequently used number and dial it by pressing one key. This number is stored until you change it.

Storing an Auto Dial number

Don’t pick up the handset.

1 Press the Auto Dial key.

2 Dial the number you want to store.

You can press ← — or CLEAR to edit the number.

3 Press the Auto Dial key.

When storing the number, press * to include a short pause. The pause is useful when you are entering an access code, such as 9 for an outside line, with the number (for example, 9*555 5151).

The number you store can include: SPRE number + 6 + Authorization Code + # + ESN Access Code + extension. For example, you can store 1+6+99999999#+9+9402209.

Making an Auto Dial call

1 Pick up the handset or press an extension key or the Handsfree/Mute key.

2 Press the Auto Dial key.

The stored number appears in the display, and is dialed automatically.
The Buzz feature allows you to buzz another phone's loudspeaker. It only works between specially designated internal telephones. It works even when the person being buzzed is on the phone.

Buzzing another person

1  **Press the Buzz key.**

The other person hears a loud buzz tone through his or her loudspeaker. The buzz tone lasts as long as you hold down the Buzz key.

If the person you buzz is on the phone, he or she hears the buzz tone at a lower volume.
You can forward your calls so that they will ring at another phone. If you are going to be working in another area, for example, you can forward your calls there, or to a secretary or a message center. When Call Forward is on, you can still make calls from your phone as usual.

## Forwarding your calls

1. Press FORWARD.
2. Dial the number to which you want to forward your calls.
   or
   Press LASTFWD to forward your calls to the number where they were last forwarded.
3. Press OK.

   *The Call Forward icon flashes to remind you that Call Forward is on.*

   If both voice and data calls are being forwarded, the Call Forward and the Data Call Forward icons alternate on the display.

   Remember to cancel Call Forward when you want to receive calls at your phone again.

## Checking and canceling Call Forward

1. Press CHECK €+.

   *The number to which you have forwarded your calls is displayed.*

2. Press CANCL €+.

   Your calls now ring at your phone.
The Call Park feature allows you to put a call on hold without tying up an extension. Then, you or anyone can connect to the call from any phone that has access to Call Park.

A System Call Park number may be available for you to park calls on. You can choose to park a call on the System Call Park number, or on a Station Call Park number (your main extension or an alternate extension).

When you park a call, remember the number used to park the call; the person retrieving the call needs to know it.

### Parking a call on the System Call Park number

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | Press PARK.  
The System Call Park number, if there is one, is displayed. |
| 2    | Press OK.  
The call is parked on the System Call Park number. |

### Parking a call on a Station Call Park number

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | Press PARK.  
The System Call Park number, if there is one, is displayed. |
| 2    | Dial the Station Call Park number you want to use to park the call.  
The Station Call Park number is displayed. |
| 3    | Press OK.  
The call is parked on the Station Call Park number. |

Continued
Retrieving a parked call

1. Pick up the handset or press the Handsfree/Mute key or an extension key.

2. Dial the SPRE code _____, then 72.

3. Dial the number on which the call is parked.

   If the parked call isn’t answered after a certain length of time, it rings back on your original phone.

   The SPRE (Special Prefix) code is a number you dial telling the system that you are about to enter a command that is in code. The SPRE code for your organization will be given to you by your System Administrator.
Telephones in your organization can be arranged into Call Pickup Groups. You can answer calls to other people in your Call Pickup Group from your phone.

Answering calls in your Call Pickup Group using the PICKUP softkey

A phone in your Call Pickup Group is ringing.

1 Pick up the handset or press the Handsfree/Mute key or an extension key.

2 Press PICKUP.

You are connected to the call.

Answering calls in your Call Pickup Group using the SPRE code

A phone in your Call Pickup Group is ringing.

1 Pick up the handset or press the Handsfree/Mute key or an extension key.

2 Dial the SPRE code _____, then 3.

You are connected to the call.

Continued
If you are in one Call Pickup Group, you can answer a call in another specified Call Pickup Group.

You can either use the Group Pickup (GPU) key, or the Directory Number Pickup (DPU) key:

The GPU key allows you to pick up any call within a specified Call Pickup Group.

The DPU key allows you to pick up only calls to a specified extension number within the other Call Pickup Group.

---

**Answering a call in another Call Pickup Group using the GPU key**

A phone is ringing in another Call Pickup Group.

1. **Pick up the handset or press the Handsfree/Mute key or an extension key.**

2. **Press the GPU key.**

3. **Dial the Call Pickup Group number.**

You are connected to the call.

---

**Answering a call in another Call Pickup Group using the SPRE code**

A phone is ringing in another Call Pickup Group.

1. **Pick up the handset or press the Handsfree/Mute key or an extension key.**

2. **Dial the SPRE code _____, then 94.**

3. **Dial the Call Pickup Group number.**

You are connected to the call.

Continued
<table>
<thead>
<tr>
<th>Answering a call on a specified extension in another Call Pickup Group using the DPU key</th>
</tr>
</thead>
<tbody>
<tr>
<td>A phone is ringing on a specified extension in another Call Pickup Group.</td>
</tr>
<tr>
<td><strong>1</strong> Pick up the handset or press the Handsfree/Mute key or an extension key.</td>
</tr>
<tr>
<td><strong>2</strong> Press the DPU key.</td>
</tr>
<tr>
<td><strong>3</strong> Dial the specified extension number.</td>
</tr>
<tr>
<td>You are connected to the call.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Answering a call on a specified extension in another Call Pickup Group using the SPRE code</th>
</tr>
</thead>
<tbody>
<tr>
<td>A phone is ringing on a specified extension in another Call Pickup Group.</td>
</tr>
<tr>
<td><strong>1</strong> Pick up the handset or press the Handsfree/Mute key or an extension key.</td>
</tr>
<tr>
<td><strong>2</strong> Dial the SPRE code _____, then 95.</td>
</tr>
<tr>
<td><strong>3</strong> Dial the specified extension number.</td>
</tr>
<tr>
<td>You are connected to the call.</td>
</tr>
</tbody>
</table>
Use the timer to time your calls.

Using the call timer

1  **Press TIMER.**

   The AUTO and MANUAL softkeys appear.

2  **Press AUTO to enter Automatic mode.**

   In Automatic mode, the timer starts automatically every time a call is established, and stops when the call is disconnected. After you disconnect from the call, the timer remains displayed for approximately 30 seconds.

   or

   **Press MANUAL to enter Manual mode.**

   In Manual mode, you can start and stop the timer whenever you want. The timer, if started, is displayed instead of the date and time when the phone is idle.

   In both modes, you can use the following softkeys:

   Press STOP to stop the timer.

   Press START to start the timer where it left off.

   Press RESET to start the timer from 0:00:00.
Transferring a call

You want to transfer a call to another person.

1 **Press TRANSFR.**
   The original call is automatically put on hold.

2 **Dial the number of the person to whom you want to transfer the call.**
   When the call is answered, you have a private, two-way connection.
   If you want to switch between your current call and the original call, press SWAP. You can continue to swap between a private conversation with the person you originally called and a private conversation with the person to whom you are transferring the call.

3 **Press CONNECT to transfer the call and disconnect yourself from the call.**
   You don't have to wait for the person to whom you are transferring the call to answer before you disconnect.
   When you set up a transfer, the original call is automatically put on hold while you make a second call. If you put the second call on hold, both calls will be on hold.
   To return to the first call, press the extension key on which the call resides. To return to the second call, press HELD#. 
You are on a call, and you hear a tone, or a repeating series of buzzes. The Call Waiting indicator is flashing. These cues tell you that another call has come in on the line you are using.

Answering a waiting call

1. **Press the Hold key to put the first call on hold.**

2. **Press the Call Wait key.**

   You are connected to the second call.

   You can put the second call on hold by pressing the Hold key, and return to the first call by pressing the extension key next to the flashing indicator.

   If you don't put the second call on hold before you return to the first call, the second call will be disconnected.
Use the Calling Party Number feature to enter a charge account number, or the caller’s telephone number, when you accept the charges on a collect call.

Charging a call to an account number

1 Press CHARGE.
   The caller is put on hold.

2 Press CALLPTY.

3 Enter the number of the person you are connected to.

4 Press EXIT.
   You are reconnected to your call.
If your organization has several regional locations, Centralized Attendant Service (CAS) lets you route calls to an attendant at a central location. The attendants at the regional locations can turn CAS on or off.

### Routing attendant calls to a central location

1. **Press the CAS key.**
   
   *The CAS indicator lights steadily.*

   Attendant calls to the regional location are routed to the central location.

### Canceling CAS

1. **Press the CAS key.**
   
   *The CAS indicator goes off.*

   Calls are routed back to your location.
Your telephone company provides a set of business communications services that are known as Centrex. If you are on a call on an outside line, you can access certain Centrex features, such as Three-Way Calling and Call Transfer. Ask your System Administrator which features are available to you.

**Accessing Centrex features**

You are connected to a call on an outside line.

1. **Press the Centrex key.**

If you make a mistake, or the Centrex Access feature is not allowed on your telephone, you hear a busy signal. Reconnect to your original call by pressing the extension key that the call is on.

You cannot access Centrex features while you are on a conference call or a data call.
You can charge a long distance call to a code which represents a department, a project, or an account number. You can charge the call either before you dial or while you are connected.

**Charging a call before you dial using softkeys**

1. Pick up the handset or press the Handsfree/Mute key or an extension key.
2. Press ACCOUNT.
3. Enter the charge number.
4. Press EXIT.
   *You hear a dial tone.*
5. Dial your call.

**Charging a call before you dial using the SPRE code**

1. Pick up the handset or press the Handsfree/Mute key or an extension key.
2. Dial the SPRE code _____, then 5.
3. Enter the charge number.
   *You hear a dial tone.*
4. Dial your call.
   
The SPRE (Special Prefix) code is a number you dial telling the system that you are about to enter a command that is in code. The SPRE code for your organization will be given to you by your System Administrator.

Continued
Charging a call during a call using softkeys

You are on a call.

1. Press CHARGE.
   The person to whom you are speaking is put on hold.

2. Enter the charge number.

3. Press EXIT.
   You are reconnected to your call.

Charging a call during a call using the SPRE code

1. Press the Hold key.

2. Dial the SPRE code _____, then 5.

3. Enter the charge number.

4. Press the extension key on which the call resides.
   You are reconnected to your call.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Press TRANSFR or CONFER.</td>
</tr>
<tr>
<td>2</td>
<td>Press ACCOUNT.</td>
</tr>
<tr>
<td>3</td>
<td>Enter the charge number.</td>
</tr>
</tbody>
</table>
| 4    | Press EXIT.  
  *You hear a dial tone.* |
| 5    | Dial a phone number. |
| 6    | Press CONNECT. |

Charging a call while setting up a call transfer or conference call using the SPRE code

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Press TRANSFR or CONFER.</td>
</tr>
<tr>
<td>2</td>
<td>Dial the SPRE code _____, then 5.</td>
</tr>
</tbody>
</table>
| 3    | Enter the charge number.  
  *You hear a dial tone.* |
| 4    | Dial the phone number. |
| 5    | Press CONNECT. |
You are connected to a call, and you want to include more people. Up to six people, including yourself, can join in a telephone conversation.

**Setting up a conference call**

1. **Press CONFER.**
   
   The original call is automatically put on hold.

2. **Dial the number of the person you want to add to the call.**
   
   When the call is answered, you have a private, two-way connection.
   
   If you want to switch between the original call and your second call, press SWAP. You can continue to swap between your original call and the second call.

3. **Press CONNECT to connect the conference.**

4. **To add more people to the conference call, start again at Step 1.**
   
   You can put a conference call on hold and then return to it, but if you hang up during a conference call, you can’t return to the call. The other people on the call will still be connected.

   You can’t park or transfer a conference call.

   You may be able to make a conference call without putting the original call on hold. See the No Hold Conference feature, on page 46.
If your phone is designated as a Controlled Class of Service (CCOS) controller, you can change the service restrictions of phones which have been designated as controlled sets. When CCOS is active on a phone, outside calls cannot be made from the phone without assistance from an attendant.

### Turning CCOS on

1. Press the CCOS key.
2. Dial the number of the phone on which long distance access is to be disallowed. (This phone currently has long distance access).
3. Press the CCOS key again.
4. Press the RIs key.

Long distance calls can’t be made from this phone. Long distance call attempts are routed to the attendant.

### Canceling CCOS

1. Press the CCOS key.
2. Dial the number of the phone on which long distance access is to be allowed. (This phone currently has long distance access disallowed).
3. Press the CCOS key again.
4. Press the RIs key.

Long distance calls can be made from this phone.
A Dial Intercom Group is a grouping of telephones within your organization that are linked by the Dial Intercom Group feature. As with a Speed Call, you can call someone in your Dial Intercom Group by dialing a one- or two-digit code. The codes will be given to you by your System Administrator.

When you receive a call from someone in your Dial Intercom Group, you will hear a different ring than what you hear when you receive any other kind of call.

Calling someone in your Dial Intercom Group

1. **Press the I/C (Intercom) Group key.**
   
   *The I/C Group indicator lights steadily.*

2. **Dial the code for the phone you are calling.**

   The number is dialed.

   You can use the Hold, Release, and Override features on Dial Intercom calls the same way you would use them on a regular voice call.

   Other features you can use in conjunction with Dial Intercom Group are:
   
   - Auto Dial and Speed Call (to dial an Intercom Group code)
   - Conference and Call Transfer (to call other Dial IntercomGroup members if you are already on a call between Dial Intercom Group members)
   - Call Pickup (if the Ring option is specified for your particular Dial Intercom Group)
   - Make Set Busy (to make your telephone appear busy to all ringing calls, including Dial Intercom Group calls)
   - Ring Again (the same as on regular calls)

   **Continued**
Answering an Intercom call if your phone has the Ring option

Your phone rings and the I/C Group indicator flashes.

1 **Pick up the handset, or press the DIG key.**

You are connected to the call. If you pressed the DIG key, you are connected in a Handsfree call.

If you are already using your phone, you hear a buzz, or a repeating series of buzzes, through the loudspeaker, and the I/C Group indicator flashes.

1 **Press the Hold key to put your current call on hold, or hang up.**

2 **Press the I/C Group key.**

3 **Pick up the handset, or press the DIG key.**

You are connected to the call. If you pressed the DIG key, you are connected in a Handsfree call.
Answering an Intercom call if your phone has the Voice option

Your phone rings and the I/C Group indicator flashes.

1. You hear a message through the loudspeaker.
2. Pick up the handset if you want to respond.

If you are already using your phone, you hear a buzz, or a repeating series of buzzes, through the loudspeaker, and the I/C Group indicator flashes.

1. Press the Hold key to put your current call on hold, or hang up.
2. Press the I/C Group key.
3. You hear a message through the loudspeaker.
4. Pick up the handset if you want to respond.

If you are on a call on your Dial Intercom Group line and another member of the group tries to call you on that line, you are not notified of the second call.
When you are on a call and you receive an incoming call on another extension, you can use the Display feature to gain information about the incoming call, such as the caller’s name, the extension number, and the trunk number. You can also use the Display feature to display the Auto Dial number or a Speed Call number.

### Displaying incoming call information

1. Press the Display key.

2. Press the extension key of the incoming call.
   
   *The incoming call information is displayed without interrupting your ongoing call.*

### Displaying the Auto Dial number

1. Press the Display key.

2. Press the Auto Dial key.
   
   *The Auto Dial number is displayed.*

### Displaying a Speed Call number

1. Press the Display key.

2. Press SPEED#.

   or

   Press the Speed Call key.
   
   *The first entry in the Speed Call list is displayed.*

3. Use PREV and NEXT to scroll through the Speed Call list.
The Group Call feature allows you to set up an automatic conference call among a designated group of up to 10 telephones by simply pressing one key. Only extensions at the same location can be part of the same Group Call group.

Making a group call

1 Press the Group Call key.

The other people in your group are automatically dialed, one at a time.

*Their phone numbers appear on the display as they are dialed. When the last person answers, the Group Call indicator lights steadily.*

When a person in your group is on another call on the extension the incoming group call is on, the group call is put in Camp-on or Call Waiting mode.

When a person in your group is on a conference call or another group call, he or she is not connected to your group call.

Only the person who made the group call can put it on hold, after all the people in the group have answered.

Answering a group call

1 Pick up the handset.

If you are on a call and you hear three tones through the loud speaker, repeated after ten seconds, you are being notified of an incoming group call on the same extension that you are talking on.

If you are on a call on another extension when a group call is made, you hear a long tone through the loudspeaker.

If you are on a conference call or a group call when another group call comes in, you are not notified of the second call.

Continued
Ending a group call

1. **Hang up or press the RiS key.**

   When the person who made the group call disconnects, all the members of the group are disconnected from the call. However, the other members can disconnect at any time during the call without affecting the call.
If one of your extension keys has been designated as a hotline extension, you can use it to call a predetermined number very quickly.

Your System Administrator will tell you if your phone has been assigned one-way or two-way hotline capability. If you have a one-way hotline, your phone's hotline extension can only be used for making calls. If you have a two-way hotline, you can both make and receive calls on your phone's hotline extension.

Your hotline may be assigned to any extension on your phone, including the main extension.

### Making a hotline call

1. Don't pick up the handset.

2. **Press the extension key designated as the hotline extension key.**
   
The telephone number designated as your hotline number is automatically dialed.

### Answering a hotline call

1. **Press the extension key beside the flashing indicator.**
The last number you dialed is automatically stored, and you can redial it by pressing one key.

Automatically redialing the last number you dialed

1 Pick up the handset or press an extension key.
2 Press LAST#.

The last number you dialed is called again.

The Last Number Redial feature does not store Speed Call numbers.

If the last number you dialed had more digits that the maximum allowed, the number will not be stored, and the previously stored number will be erased.

If the last number you dialed was invalid or had too many digits, you will hear a fast busy signal when you press LAST#.
If you don't want to be interrupted by your phone calls, turn on the Make Set Busy feature. Your phone will seem busy to callers. You can still make calls when the Make Set Busy feature is on.

<table>
<thead>
<tr>
<th>Making your set seem busy</th>
<th>Canceling Make Set Busy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Press the Make Busy key.</td>
<td>1 Press the Make Busy key.</td>
</tr>
<tr>
<td><em>The Make Busy indicator lights steadily.</em></td>
<td><em>The Make Busy indicator goes off.</em></td>
</tr>
<tr>
<td></td>
<td>Your phone now receives calls.</td>
</tr>
</tbody>
</table>
You have received a malicious or nuisance phone call and you want to have it traced.

**Tracing a call using the TRC hardkey**

You are on a call.

1. **Press the TRC (Trace) key.**
2. **Continue talking to the caller to allow the system enough time to trace the call.**

   If the trace fails, you hear a busy signal.

**Tracing a call using the SPRE code**

You are on a call.

1. **Press TRANSFR or CONFER.**

   The caller is put on hold.

2. **Wait for a dial tone.**

   **Dial the SPRE code \_\_\_, then 83.**

   If the call trace is successful, the caller is taken off hold. You can hang up or continue talking to the caller.

   When you trace a call using either of the above methods, the system prints a report showing the identity of the caller. Your System Administrator has access to this report.
The Message Registration feature lets you read or change telephone meters. Message Registration is used in hotels and hospitals to keep track of phone calls.

When a someone makes a call from one telephone and asks to have it charged to another telephone, the meter count for both telephones must be changed.

### Reading meters

Don't pick up the handset.

1. **Press the Message Registration (MRK) key.**

2. **Dial the extension of the phone that has the meter you want to read.**
   
   *You see the extension of the phone and its present meter count on the display.*

3. **Press the MRK key again.**

### Changing meters

Don't pick up the handset.

1. **Press the MRK key.**

2. **Dial the extension of the phone that has the meter you want to change.**
   
   *You see the extension of the phone and its present meter count on the display.*

3. **Dial the new meter count, and then press the * key.**

4. **Press the MRK key again.**

   *To prepare a phone's meter for a new guest, set the value to 0. This is done by pressing only the * key in Step 3.*
If your organization receives calls for emergency services, you may want to set up a conference call quickly, without putting the original call on hold first.

There are four different kinds of No Hold Conference that may be assigned to your phone:

Regular No Hold Conference

No Hold Conference with Auto Dial (allows you to store a number and then dial it and add the person to a conference without putting your original call on hold)

No Hold Conference with Speed Call (allows you to dial a Speed Call code and add the person to a conference without putting your original call on hold)

No Hold Conference with Hotline (allows you to press one key to dial a number and add the person to a conference without putting your original call on hold)

You may have one or more of these assigned to your telephone.

Setting up a conference without putting the original call on hold

You are connected to a call.

1 Press the No Hold Conference key.
   The No Hold Conference indicator flashes.

2 Dial the number of the person you want to add to the call.
   The third person is added to the call.

Continued
Setting up a call using No Hold Conference with Auto Dial

You are connected to a call.

1 Press the CA key.
   The CA indicator flashes.
   The stored number is dialed automatically, and the third person is added to the call.

   If the number you dialed is busy, the CA indicator flashes fast. Reconnect to your original call by pressing the extension key that the call is on.

   If you want to disconnect the third person from the conference call, press the extension key that your original call is on.

   If you press the CA key when you are not already on a call, the key acts as a normal Auto Dial key.

   To store a CA number, follow the procedures for storing an Auto Dial number, on page 16.

2 If you have other CA keys on your phone, you can add more people to the conference call by starting again at Step 1.
   If the CA indicator is off, press the Rls key to end the conference call.

Continued
Setting up a conference call using No Hold Conference with Speed Call

You are connected to a call.

1 Press the CS key.

The CS indicator goes on.

2 Dial a Speed Call code.

The CS indicator flashes.

The phone number is dialed automatically, and the third person is added to the call.

The CS indicator goes off.

If the number you dialed is busy, the CS indicator flashes fast. Reconnect to your original call by pressing the extension key that the call is on.

If you want to disconnect the third person from the conference call, press the extension key that the call is on.

If you press the CS key when you are not already on a call, the key acts as a normal Speed Call key.

If your telephone is a Speed Call controller, you can store Speed Call numbers by following the procedures for storing a Speed Call number, on page 56. You cannot use the CS key to program Speed Call numbers.

3 To add more people to the conference call, start again at Step 1.

If the CS indicator is off, press the RIs key to end the conference call.

Continued
Setting up a conference call using No Hold Conference with Hotline

You are connected to a call.

1. **Press the CH key.**

   *The CH indicator flashes.*

   The telephone number designated as your hotline number is dialed automatically, and the third person is added to the call.

   *The CH indicator goes off.*

   If the hotline number is busy, the CH indicator flashes fast. Reconnect to your original call by pressing the extension key that the call is on.

   If you want to disconnect the third person from the conference call, press the extension key that your original call is on.

   If you press the CH key when you are not already on a call, the key acts as a normal hotline extension key.

   This feature works only with one-way hotlines.

2. **If you have other CH keys on your phone, you can add more people to the conference call by starting again at Step 1.**

   If the CH indicator is off, press the RIs key to end the conference call.
The Overflow Position Busy feature lets you stop the overflow of attendant calls from being routed to your phone.

<table>
<thead>
<tr>
<th>Preventing the attendant's overflow calls from being routed to your phone</th>
<th>Canceling Overflow Position Busy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Press the Pos Busy key.</td>
<td>1 Press the Pos Busy key.</td>
</tr>
<tr>
<td><em>The Pos Busy indicator lights steadily.</em></td>
<td><em>The Pos Busy indicator goes off.</em></td>
</tr>
<tr>
<td>No attendant overflow calls are routed to your phone.</td>
<td>You receive the overflow of attendant calls.</td>
</tr>
</tbody>
</table>
With the Override feature, you can interrupt an internal call when you reach a busy line.

Overriding a call

When making a call, you hear a busy signal.

1 Press the Override key.

The people on the active call hear a tone warning them that their conversation is about to be interrupted. You are then connected to the call. All three of you will hear a beep every 16 seconds.

2 Press the RIs key or hang up to disconnect yourself from the call.

If you try to override a call that can’t be interrupted, you will hear a fast busy signal.
When using a shared extension, you can let another person join your phone conversations by using the Privacy Release feature.

Letting another person join your call

You are on an active call.

1 Press PRIVREL.

The extension key indicator flashes. When the third person joins your call, the extension key indicator stops flashing.

After the third person joins your call, the Privacy Release feature is turned off. To let other users with the same extension join in, press PRIVREL again.

If the third person does not join in your call, turn off the Privacy Release feature by pressing PRIVREL.
When you call a busy extension or trunk, you can use the Ring Again feature to notify you when the line is free.

Activating Ring Again

When making a call, you hear a busy signal, or you dial long distance and hear an expensive route message.

1. Press RINGAGN.
2. Hang up or press the Rls key.

The Ring Again icon appears on the display.

You can make and answer calls while you are waiting for the line to become free.

If both voice and data Ring Again are activated, the Ring Again and Data Ring Again icons alternate on the display.

Redialing your call using Ring Again

When the busy line is free you hear a tone. The message “Party is free, select a line” appears on the display, and the Ring Again icon flashes.

1. Pick up the handset or press the Handsfree/Mute key or an extension key.
2. Press CALL.

The number that was busy is dialed.

Canceling Ring Again

1. Press CANCEL.

If you don’t press CALL within 30 seconds of hearing the tone, the feature is automatically canceled.
You are on a call and you want to save the number that appears on your display.

### Saving a number

You are on a call.

1. **Press SAVE #.**
   
   The number is saved.

### Making a call using the SAVED# softkey

1. **Pick up the handset or press the Handsfree/Mute key or an extension key.**

2. **Press SAVED#.**
   
   The last number you saved is dialed.

   You can only have one number saved at a time. When you save a new number, the old number is erased.
A call that is dialed using one- to three-digit codes is a Speed Call. When you dial a code, the phone number the code represents is dialed.

A Speed Call user can make Speed Calls. A Speed Call controller can store speed call numbers as well as make Speed Calls.

If your Speed Call list contains 10 or fewer telephone numbers, one-digit codes (0-9) can be used for the Speed Call numbers. For lists with more than 10 numbers, two-digit codes (00-99) must be used, and lists with more than 100 numbers must use three-digit codes (000-999).

Some of the Speed Call lists can be designated as System Speed Call lists. Calls made using System Speed Call lists are unrestricted, even if your phone is not normally allowed to make calls to the numbers in the lists.

The Speed Call feature may be assigned to either a hardkey (Speed Call), or a softkey (SPEED#).

Making a Speed Call

1. Pick up the handset or press an extension key.
2. Press SPEED#.
   
or
   Press the Speed Call key.
3. Dial a Speed Call code.
   
The phone number is dialed.

Continued
Storing a Speed Call number

1. Press SPEED#.
   or
   Press the Speed Call key.

2. Dial a Speed Call code.

3. Dial the phone number to be stored.

4. If you pressed SPEED# in step 1, press OK.
   or
   If you pressed the Speed Call key in step 1, press the Speed Call key again.

   The number you store can include: SPRE number + 6 + Authorization Code + # + ESN Access Code + extension. For example, you can store 1+6+99999999+##+9+9402209.

Displaying and calling a Speed Call number

1. Press the Display key.

2. Press SPEED#.
   or
   Press the Speed Call key.

   The first entry in the Speed Call list is displayed.

3. Use PREV and NEXT to scroll through the Speed Call list.

4. When you see the number you want to call, pick up the handset or press the Headset/Mute key to dial the number.

   The number is dialed.

   If you want to return to the idle state, press EXIT.
Use the Voice Call feature to talk to someone through the telephone loudspeaker. This feature only works between specially designated phones. For example, a secretary and supervisor could have this feature.

## Making a Voice Call

1. **Pick up the handset or press an extension key.**
2. **Press the Voice Call key.**
3. **Talk to the person you are connected to.**
   
   *The person hears your voice through the loudspeaker.*

4. **Hang up or press the RIs key.**
   
   *If the person you are calling is on the phone, he or she hears a buzz, and you hear ringing.*

   If the other person presses their Voice Call key and picks up their handset, you are connected in a normal call.
You can lock your telephone so no one can make outside calls on it.

### To lock your phone

1. Select an idle extension.
2. Dial the Lock code.
3. Dial your password.
4. Hang up or press Rls.

### To unlock your phone

1. Select an idle extension.
2. Dial the Unlock code.
3. Dial your password.
4. Hang up or press Rls.

### To change your password

1. Select an idle extension and dial the password change code.
2. Dial the current password for your telephone, followed by the new password you wish to use.
3. Dial the new password again. If you hear a fast busy signal, you may have misdialed. Release the call and try again.

*Note:* Your system administrator can tell you the Lock and Unlock codes. If you don't know your password, ask your system administrator.
Remote Call Forward

From any telephone within the SL-1 system, simply lift the handset and use the following procedures. From any telephone outside the SL-1 system, first dial the Direct Inward System Access (DISA) number and wait for dial tone.

Your system administrator can tell you the DISA number, the Remote Call Forward codes and the end-of-entry digits.

You may hear a confirmation tone after entering the main extension number, telling you the password and extension match. You may hear a second special tone after dialing the end-of-entry digits, telling you the procedure was successful. If you hear a fast busy signal, hang up and try again.

### Activate Remote Call Forward

1. Dial the Remote Call Forward activate code.
2. Dial the Electronic Lock password associated with your telephone (see Electronic Lock).
3. Dial the main extension number of the telephone.
4. Dial the number to which calls will be forwarded.
5. Dial the end-of-entry digit(s).

*Note:* You can omit step 4 and have calls forwarded to the previously programmed forward number.

### Cancel RCFW

1. Dial the Remote Call Forward deactivate code.
2. Dial the Electronic Lock password associated with your telephone.
3. Dial the main extension number of the telephone.
4. Dial the end-of-entry digit(s).

### Verify Remote Call Forward

1. Dial the Remote Call Forward verify code.
2. Dial the Electronic Lock password associated with your telephone.
3. Dial the main extension number of the telephone.
4. Dial the number to which calls will be forwarded.
5. Dial the end-of-entry digit(s).

If the number you are forwarding calls to does not match, you will hear a fast busy signal. You may hear a confirmation tone after entering the forward number if they do match.
Use message services to retrieve messages that have been left for you or to leave messages for people you could not reach.

Message services can be provided in two ways: by routing calls to a centralized message center attendant or by routing calls to a voice message system (for example, Northern Telecom’s Meridian Mail*).

* Meridian Mail is a trademark of Northern Telecom Limited.
Your M2317 can be assigned as either a Message Center attendant telephone or as a Message Center user telephone. If you are a Message Center attendant, your phone will have a Message Center extension, a Message Indication key, and a Message Cancellation key. You use the Message Indication key to turn on a user’s Message Waiting icon when that user has messages waiting. If you are a Message Center user, your phone will have a message key.

For Message Center attendants

Turning on a user’s Message Waiting icon

1. Press the Msg Indic key.
2. Dial the number of the person whose Message Waiting icon you want to turn on.
3. Press the Msg Indic key again.

The message indication process is stopped if you press another extension key or if you use the Message Center telephone to answer a call during the above procedure.
Turning off a user’s Message Waiting icon

After a user has retrieved his or her messages, you can turn off the Message Waiting icon.

1. **Press the Msg Canc key.**

2. **Dial the number of the person whose Message Waiting icon you want to turn off.**

3. **Press the Msg Canc key again.**

When you are cancelling a Message Waiting icon, the Msg Canc symbol gives you the following information:

- The indicator lights steadily when the user’s Message Waiting icon is on.
- The indicator flashes when the user’s Message Waiting icon is already off.
- The indicator flashes quickly when there is something wrong with the user’s Message Waiting icon.

You can turn off the user’s Message Waiting icon while talking to the user who has called to retrieve messages.

1. **Press the Msg Canc key.**

2. **After giving the messages to the user, hang up or press the Rls key.**

The message cancellation process is stopped if you press another extension key or if you use the Message Center telephone to answer a call during the above procedure.
For message center users  If you see the Message Waiting icon in your display, there are messages for you at the Message Center.

Retrieving your messages from the Message Center

1. Pick up the handset or press the Handsfree/Mute key or an extension key.

2. Press MESSAGE.
   The Message Center is automatically dialed.

3. Retrieve your messages.

4. Hang up or press the Rls key.
Meridian Mail is a voice messaging system that can serve as a destination for unanswered calls or as a place for call handlers (for example, secretaries, message center attendants, or operators) to route callers who wish to leave detailed messages.

Instructions for basic Meridian Mail use are given in this section. Many more Meridian Mail features are available with the M2317. To learn about the other features, consult your Meridian Mail User Guide or contact your System Administrator.

For Meridian Mail attendants

Express Messaging

Message center attendants can take a message personally or can transfer a call to a private Meridian Mail Mailbox by using Express Messaging. Express Messaging is particularly useful for allowing callers to record lengthy or detailed messages.

Transferring a call using Express Messaging

You have received a call and you want to transfer it to a Meridian Mail mailbox.

1  Press TRANSFR.
2  Dial the access number for Express Messaging.
3  Dial the mailbox number of the person for whom the caller wishes to leave a message.
4  Press #.
5  Press CONNECT to complete the transfer.
For Meridian Mail users

Leaving a recorded message for callers

Pre-recorded messages can let callers know that you are away from your desk and when you will be back. Your organization may have up to ten messages. You dial a code to select the one that best describes your situation.

Retrieving messages from the Meridian Mail system

If you see the Message Waiting icon in your display, there are messages waiting in your Meridian Mail mailbox.

1. Pick up the handset or press an extension key.

2. Press MESSAGE.

3. Dial your extension, followed by #, and your password, followed by #.
   or
   Press # if you are dialing from your own extension, and then dial your password, followed by #.

4. Press PLAY to listen to your messages.

5. Press STOP to stop the message you are playing, LAST to listen to the previous message, NEXT to listen to the next message, and SKIP <-> or SKIP -> to move backward or forward within a message.

6. Press QUIT to leave Meridian Mail.

Press DELETE to erase a message you don’t want anymore. Press STOP to cancel a command that you have started but have not completed.

Consult your Meridian Mail User Guide for more information.
If your phone is connected to a data terminal and you have a Data hardkey, you can make data calls using your phone. See the Asynchronous Data Option User Guide for more information on how to make data calls.

After you have made a data connection, you can still make and answer voice phone calls.

You can use the following features to make a data call: Call Forward, Ring Again, Last Number Redial, Saved Number Redial, and Speed Call.

If you have a data extension programmed into a hardkey, the DATA softkey allows you to access the data features.

If you have no data hardkey, you may still be able to use the data features by activating them from your data terminal.
## Basic Data Calling Features

### Making a data call

1. Press the Data extension key.
2. Dial the number of a computer or data service.

   When the call is answered and connected, "Data call connected" appears on the display. The telephone returns immediately to idle, and the Data indicator lights steadily.

### Pre-dialing a data call

1. Press DATA.
2. Dial the number of a computer or data service, or press LAST# or SAVED#.

   If you want to change the number, press ← to backspace, or CLEAR.

3. Press the Data extension key.

   The number is dialed.

### Receiving a data call

You are notified of an incoming data call by a tone and a flashing Data indicator.

1. Press the Data extension key.

   A data connection is established.

   If you are already involved in a voice call, put it on hold before answering the data call. You can return to your voice call by pressing the key next to the flashing indicator.

### Ending a data call

1. Press RLSDATA.
   or
   If the call isn’t connected yet, press the RIs key.
Forwarding a data call

1. Press DATA.
2. Press FORWARD.
3. Dial the number you want to forward your data calls to.
   or
   Press LASTFWD to forward data calls to the last number data calls were forwarded to.
4. Press OK.

*The Data Call Forward icon flashes on the display.*

If both voice and data calls are being forwarded, the Call Forward and the Data Call Forward icons alternate on the display.

You can forward your data calls only when your data extension is idle.

Canceling Data Call Forward

1. Press DATA.
2. Press CHCK D+.
3. Press CNCL D+.

You now receive data calls normally.
### Activating Data Ring Again

You have called a data number within your organization and the message, “Data number is busy” appears on the display.

1. **Press RINGAGN.**

   *The Ring Again icon appears on the display.*

   You can make and answer calls while you are waiting for the line to become free.

   If both voice and data Ring Again are activated, the Ring Again and Data Ring Again icons alternate on the display.

### Redialing your call using Data Ring Again

When the busy line is free, you hear a tone. The message “Data party is free, select a line” appears on the display, and the Data Ring Again icon flashes.

1. **Press the Data extension key.**

2. **Press CALL ↓↑.**

   The number that was busy is dialed.

### Canceling Data Ring Again

1. **Press DATA.**

2. **Press CNCL ↓↑.**

   If you don’t press CALL ↓↑ within 30 seconds of hearing the tone, the feature is automatically canceled.
Data Saved Number Redial

SAVE #

You have made or received a data call, and you want to save the number of your data destination.

Saving a data number

1. Press SAVE #.
   
The number is saved.

Dialing a saved data number

1. Press the Data extension key.
2. Press SAVED#.
   
The number is dialed.
Making a Data Speed Call

1 Press the Data key.
2 Press SPEED#.
3 Dial a Data Speed Call code.
   The data number is dialed.

Displaying and calling a Data Speed Call number

1 Press the Data key.
2 Press the Display key.
3 Press SPEED#.
   The first entry in the Speed Call list is displayed.
4 Use PREV and NEXT to scroll through the Speed Call list.
5 When you see the number you want to call, pick up the handset or press the Handsfree/Mute key to dial the number.
   The number is dialed.

   If you want to return to the idle state, press EXIT.

   You can have both your voice and data Speed Call numbers on the same Speed Call list.
If you see a message in the M2317 display that you are not familiar with, there may be a problem with the phone. The table below may help you to determine the problem.

If your M2317 loses power for any reason, you can still use the handset and the keypad to make and answer calls, but you won’t have any of the phone’s special features. Do **NOT** put a call on hold; you won’t be able to return to the call.

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<td>is not allowed (For example, 'Charge is not allowed')</td>
<td>Your phone doesn’t have the feature you are trying to use.</td>
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<td>Check the terminal and try again</td>
<td>Your telephone or data terminal is experiencing trouble. Call the System Administrator and then try to perform the function again.</td>
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<tr>
<td>Contact System Administrator</td>
<td>Your telephone, data terminal, or the system is having trouble. Let your System Administrator know about it.</td>
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<td>Not a voice number</td>
<td>You have tried to make a voice call using a data number. Check the number, and then try again.</td>
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<td>You have tried to make a data call using a voice number. Check the number, and then try again.</td>
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<td>Parked call was not answered</td>
<td>You parked a call, but nobody answered it. The call returns to your phone.</td>
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<td>Release, check and try again</td>
<td>You will see this prompt for different reasons. Press the RIs key, check the correct procedure, and then try the function again.</td>
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<td>Too many digits</td>
<td>You have dialed more than 23 digits. Press &lt;-- or CLEAR, and then redial the number.</td>
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<td>Too many call forward digits</td>
<td>You have dialed a Call Forward number that’s too long. Press &lt;-- or CLEAR, and then redial the number.</td>
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<td>Too many data call forward</td>
<td>You have dialed a Call Forward digits number for data calls that is too long. Press &lt;-- or CLEAR to redial the number.</td>
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<td>Your data terminal is experiencing a problem. Try to remember what happened, and tell your System Administrator.</td>
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