

*For additional information,  
Dial Telecommunications Center  
Centrex Services ... 2-3434*

**UNL Centrex**



**Meridian 8417  
Business Terminal**  
User Guide



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Telecommunications Center  
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## Introduction

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Your Meridian 8417 Business Terminal is a two-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.

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**WARNING:** Your Meridian 8417 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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## General Instructions

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

- Give people who might be calling you from outside our Centrex system your complete 7-digit number (472-xxxx).
- Give people calling you from a University or State Centrex phone your 5-digit number (2-xxxx).
- 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.
- Answer promptly - by the end of the first ring if possible.
- Identify yourself on both incoming and outgoing calls.
- If possible, answer your calls directly without having them screened or routed through a secretary.
- Use Voice Mail to answer your phone when you are away.
- Notify your receptionist when you leave your immediate work area.
- Check your telephone directory or frequently called list for the correct telephone number.
- **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.



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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.

<b><u>Type of Call:</u></b>	<b><u>Dial:</u></b>
<b>University Operator</b>	<b>0</b>
<b>On-Campus Dialing</b>	<b>5 digit number (2-xxxx)</b>
State Offices (471)	5 digit number (1-xxxx)
<b>Local Calls</b>	<b>9 + 7 digit number</b>
<b>Long Distance Calls</b>	<b>9 + 1 + Area Code + 7 digit number</b>
International Calls	9 + 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 8417, you may see a message asking you to make a language selection. Follow the directions on the display to select either English or Spanish.

Your telephone also runs a test to ensure that the line cords are connected properly. If the test fails, the display identifies which line is not connected. Make sure that all connections are fastened securely.

## Changing the display language

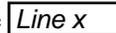
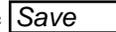
For changing business requirements, you may wish to change the language of your display messages. Press and release the hidden Set Options key and follow the instructions on the display. (See **Set Options**, page 32.)

## Setting the time and date

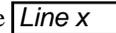
You can set the time and date manually. You may have to reset the time and date after a power failure, for Daylight Savings time, and for leap years. Press and release the hidden Set Options key and follow the instructions on the display. (See **Set Options**, page 32.)

## Turning the ringer ON and OFF

### To Turn the ringer ON:

- 1 Press and release the *right* side of  .
- 2 Press and release .
- 3 Press and release the *right* side of  . Continue pressing the *right* hand side until you reach the desired ring volume.
- 4 Press and release .

### To Turn the ringer OFF:

- 1 Press and release the *left* side of  .
- 2 Press and release .
- 3 Press and release the *left* side of  . Continue pressing the *left* hand side until the ringer is off.
- 4 Press and release .

 Ringer is OFF and the line affected appear on the display.

### Note:

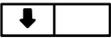
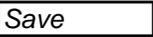
Do not lift the handset while you are turning the ringer ON or OFF.



## Tone & Volume Controls

### Setting the ring tone and ringer volume

You can choose one of four different ring tones and set the ringer volume for each line.

- Make sure that the ringer is turned ON.
- 1 Press and release the Set Options key.
- 2 Press and release  three times or press  to go directly to the item.
- 3 Press and release  and follow the instructions on the display.
- When picking the ring tone, press and release   to adjust the volume.
- 4 Press and release  to end only when you are satisfied with ring tone *and* ringer volume.

**Note:** The steps above set the ring tone and volume for one line only. If you wish to set the ring tone and volume for the other line, you must repeat these steps.

### Controlling the ringer volume

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.

### Changing the prime line

The prime line is the line that is automatically selected when you lift the handset or press and release  or . The default setting for prime line is Line 1. You can select either line as your prime line. (See **Set Options**, page 32.)

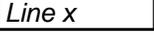


## Making Calls

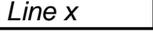
There are two ways to dial calls with the Meridian 8417. Making calls in the usual manner or pre-dial the number and then send it out.

Predialing allows you to check the number before it is dialed out. Follow the procedures below to make a regular or pre-dialed call.

### To make a regular call:

- 1 Lift the handset or press and release either  or .
- 2 Enter the number using the dial pad.

### To make a pre-dialed call:

- 1 Enter the number using the dial pad.
- 2 Lift the handset or press and release either ,  or .

When you use ,  or lift the handset rather than using a line key to make a call, the prime line is automatically selected. The default prime line is Line 1. If you want to change the line selected to Line 2, see **Changing the prime line** on page 6.

### Note:

You can also dial a number that has been stored in the Redial list, a memory key, or the Directory. For instructions, see the sections on Redial list, Memory keys, or Directory, respectively.



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## Answering & Terminating Calls

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

### To answer a call:

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

If you lift the handset or press and release **Handsfree** when both lines are ringing, the line that was ringing first is automatically answered. To change which line is answered first, see **Selecting the answer mode** on page 21 or **Changing the prime line** on page 6.

### Terminating Calls

When you have finished your conversation, or cannot get through to the person called:

- Replace the handset.  
or
- 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.
- Three short rings for a transferred call.



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## Using Two Lines

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### To put a call on hold and make or answer a second call:

- Make or answer a call on one line.
- 1 To make or answer a second call on the other line, press and release the second line key.
- This automatically puts the original line on hold.
- 2 To hold one line automatically and speak on the other, press the line keys alternately.
- 3 To end a call which is not on hold, press and release **Rls** or hang up.

### Making a Conference call

- 1 To make or answer a second call while on a call, press and release the other line key.
- Your first call is automatically held.
- 2 If you're making a call on the second line, dial the number using the dial pad, **Redial** or **Directory**, or a memory key.
- 3 Once you have callers on both lines, press and release **Conference**.

### Note:

You can speak privately with each caller by pressing their line key. This automatically puts the other caller on hold. You can reestablish the conference by pressing **Conference**.

# Part I



## Meridian 8314 Set Features



### Keypad Layout

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

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.

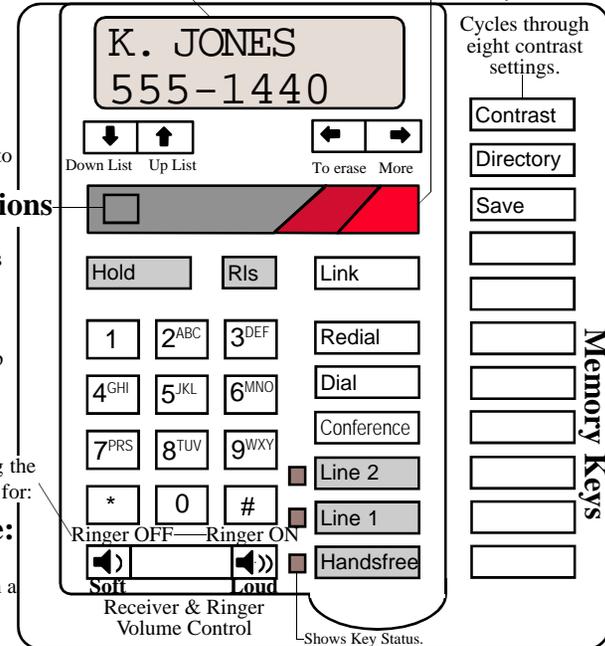
**To save numbers and names or features in memory:**  
1. Press **Save**.  
2. Press one of the memory keys or Directory key.  
3. Follow the directions on the display.

Slide panel to discover  
**Set Options**

**Hold** Keeps the caller on the line.

**Rls** hangs up an active call or exits a list.

Without lifting the handset, press for:  
**Conference:** joins Line 1 and Line 2 together in a call.



Cycles through eight contrast settings.

Memory Keys

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

**Link:** Allows you to access features such as Call Waiting. Also referred to as flash

**Line 2** selects Line 2 and dials any displayed number.

**Line 1** selects Line 1 and dials any displayed number.

**Handsfree:** Activates speaker and microphone, or speaker only.

**Dial:** Dials any displayed number

**Redial:** Shows a list of the last five numbers you dialed.

#### Using the Directory:

Use **Down List** and **Up List** and the dial pad to move through the Directory.

Use **Save** to add listings.

Use **To erase** and **More** and the dial pad to add 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 **Down List** and **Up List** to move through the Redial list.

To place a call, press **Dial** while the number is on the display.

#### Using the Set Options list:

See Page 32 of this guide for more information about Set Options.



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## Making a Handsfree call

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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.
- 3 When the call is over, press & release **Rls**.

### 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.



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## Using the Redial List

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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.

Once you lift the handset, pressing **Redial** automatically dials the last number.

### To make a call from the Redial list:

- 1 Press and release **Redial**.
- The display shows the last number you dialed.
- 2 Find the number you wish to call by pressing **↓** **↑**.
- 3 When the number is displayed, press and release **Handsfree**, **Dial**, **Line x** or lift the handset.



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## Timing a call

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

You can program any of the memory keys to be a timer key.

### To add a timer key:

- 1 Press and release the Set Options key.
- 2 Press  four times, or press and release  to go directly to the item.
- 3 Press and release  to add a Timer key.
- 4 Press and release a memory key.
- 5 Press and release .
- 6 Label the timer key.

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 32.)

### 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.
  - The display shows the running time of the call.
- 3 To return to the call information display, press and release the timer key again.
- 4 When the call is over, hang up the handset or press and release .
- The timer stops counting.

### To delete a timer key

- 1 Press and release the timer key.
- 2 Press and release  twice.

#### Note:

To show the elapsed time of the most recent call (or last call) on each line when you're not on a call, press the timer key.



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## Hold / Mute

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

- 1 Make or answer a call.
  - 2 Press and release .
  - The display shows that the call is on hold on line x and the line indicator light flashes.
- Note:** You won't lose the call if you hang up the handset, but you cannot retrieve the call by lifting the handset again or by pressing  again.
- 3 To retrieve the call, press and release .

**Note:** If you do not 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 .
- 2 Without lifting the handset, make a call.
- 3 To turn off the microphone, press and release  again.
  - You can hear your caller but your caller cannot hear you.
  - The light beside  flashes.
- 4 To speak to your caller, press and release  again. Each time you press , you switch between Handsfree and mute.
- 5 When the call is over, press and release .



## Saving Memory Keys

You can save the numbers and names of your customers, business associates or anyone you call frequently in Meridian 8417's eight memory keys. You can store more numbers and names in the Directory (see the **Directory** section for more information pages 24-27.)

### To save a number and name in memory keys:

- 1 Press and release .
  - 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  where you want the pause.
- 4 Press and release .
  - 5 To skip the name, go to step 6. To enter a name, use the dial pad. (See **Entering Names** on page 17.)
  - 6 Press and release .
  - Label the memory key.

### To save from the display:

- 1 Ensure that a number is on the display (For example, make a call using the dial pad, or use the Redial List.)
  - 2 Press and release .
  - 3 Press and release the desired memory key. If the name was displayed with the number, both are now saved in the memory key and you're finished.
- 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 **Entering Names** on page 17.)
- 4 Press and release .
  - 5 Label the memory key.



## Entering Names

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 and release  to move to the next space. To switch between upper and lower case letters, press and release .

### Letter chart:

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

### Note:

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

**For example:** To enter the name Ruth press these keys:

, ,  , , ,  .

If you wish to change a digit or letter after you have entered it, press   to erase it.



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## Dialing with Memory Keys

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### To call from a memory key:

- 1 Lift the handset or press and release either **Handsfree** or **Line x**.
- 2 Press and release the memory key with the number you want to dial out.

### To pre-dial from a memory key:

- 3 Press and release the memory key with the number you want to dial out.
- 4 Lift the handset or press and release either **Dial**, **Handsfree**, or **Line x**.



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## Editing Memory Keys

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### 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 **Entering Names**, page 17.) 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:

The Live dial pad option must be turned **OFF** to edit or delete memory keys.



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## Saving Features in memory

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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 **Save**.
- 2 Press and release the memory key where you want to save the number.
- 3 Enter the telephone company feature code for turning the feature either ON or OFF.
- 4 Press and release **Save** again.
- 5 Enter the feature name using the dial pad. (See **Entering Names**, page 17.)
- 6 Press and release **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.



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## Using Feature Keys

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

### To turn a feature ON or OFF:

- 1 Press and release the memory key where you stored the desired feature.
- The display shows the feature name and code.
- 2 Lift the handset or press and release either **Handsfree**, **Dial**, or **Line x**.
- The feature code is dialed out, which turns the feature ON or OFF.

#### Note:

The active feature applies only to the line you selected or to the prime line if you did not press a line key. For example, if you want to forward all incoming calls, you must turn the feature ON for each line.



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## Saving Feature Light keys

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You can make the set 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 Feature Light ON or OFF key:

- 1 Press and release .
- 2 **Do NOT select a memory key yet.**  
To program the light ON, press and release   
To program the light OFF, press and release .
- 3 Press and release the desired memory key.
- 4 Enter the Centrex Feature Code for turning the Feature ON or OFF.  
 To confirm the number, read the display.
- 5 Press and release  again.
- 6 Label the memory key.

13

### Note:

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



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## Using Feature Light keys

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### To turn a feature and light ON or OFF:

- 1 Press and release the memory key where you stored the Feature Light.  
 The display shows **Feature Light ON** or **Feature Light OFF**.
- 2 Lift the handset or press and release either ,  , or .
- The feature and light turn ON or OFF. (When the feature and light are ON and you're not using the telephone, the display shows **Feature ON** and the line that it applies to as a reminder).

13



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## Directory

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The Meridian 8417 keeps the numbers and names of your business associates, clients, contacts, or friends at your fingertips.

The Meridian 8417 lets you store up to 100 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 do not enter a name, the item is sorted by telephone number. The directory items with only a telephone number are at the beginning of the Directory.

### To find items in the Directory:

- 1 To see the Directory list heading, press and release .
- 2 To see the listings that start with a particular letter, press and release the appropriate dial pad key. Then, to see the other listings under that letter press and release  .
- For example:**  takes you to the first "J" listing, then   takes you to the next "J" listing.   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  . If you want to scroll steadily, press and hold  .
- 3 To leave the Directory at any time, press and release  or .

#### Note:

If you're on a call while you're viewing the Directory, pressing  also drops the call.



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## Saving to the Directory

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### To save a new number:

- 1 Press and release .
- 2 Press and release .
- 3 Enter the number using the dial pad.
- 4 Press and release .
- Only the number is stored at this point.
- 5 If you do not want a name, go to step 6. To enter a name, use the dial pad. (See **Entering Names**, page 17.)
- 6 Press and release .

### 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 .
- 3 Press and release .
- 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 **Entering Names**, page 17.)
- 5 Press and release .

#### Note:

To backspace and erase a mistake, press and release  . To insert a space press and release  .



## Calling from the Directory

### To make a call from the Directory

- 1 Press and release .
- 2 Press and release   or use the dial pad to find the item you want to dial out. See **Finding items in the Directory**, Page 24
- 3 Lift the handset or press and release either , , or .
- 4 To end the call, press and release  or hang up.

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## Editing in the Directory

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

- 1 Press and release .
- 2 Press and release   to find the item you want to edit. See page 24.
- 3 To begin editing, press and release  .
- 4 If you do not want to change the number, go to step 5. To backspace and erase digits, press and release  . To add digits, use the dial pad.
- 5 Press and release .
- 6 If you do not want to change the name, go to step 7. To change or add to the name, use   and the dial pad. (See **Entering Names**, page 17.)

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

- 7 Press and release .

### To delete an item from the Directory:

- 1 Press and release .
- If you wish to delete all the items from the Directory, skip step 2 and goto step 3.
- 2 Press and release   to find the item you want to delete. (See **Finding items in the Directory**, page 24.)
- 3 Press and release  twice.
- You are still in the Directory.
- 4 To leave the Directory at any time, press and release  or .

### To delete all items from the Directory:

- 1 Press and release .
- 2 Press and release  <sup>15</sup>twice.



## Advanced Features

### Selecting the dial pad mode

When you select the dial pad mode, you are turning the Live dial pad option on or off. With Live dial pad ON, the telephone automatically dials out and turns on Handsfree as soon as you press a dial pad key or a memory key. When Live dial pad is OFF, the telephone is in regular or pre-dial mode. This means after you dial the telephone number you must lift the handset or press and release either **Dial** **Line x**, or **Handsfree** before the telephone number is dialed.

### To select the dial pad mode:

- 1 Press and release the Set Options key.
- 2 Press and release **↓** five times or press and release **5** to go directly to them.
- 3 Press and release **5** to change the dial pad mode from Live dial pad OFF to ON or ON to OFF.

### Selecting the answer mode

When you select the answer mode, you are choosing which line the telephone answers when you lift the handset or press **Handsfree**.

Select Answer prime (factory setting), if you want the telephone to automatically answer the prime line when you lift the handset or press **Handsfree**.

Select Answer longest, if you want the telephone to automatically answer the line that began ringing first when you lift the handset or press **Handsfree**.

### To select the answer mode:

- 1 Press and release the Set Options key.
- 2 Press and release **↓** seven times or press and release **7** to go directly to the item.
- 3 Press and release **7** and follow the instructions on the display.

### Extension in use

When you lift the handset or press and release **Handsfree**, the Meridian 8417 telephone automatically selects the prime line. If your prime line is Line 2 and the peripheral device (e.g. fax machine) is using that line, the line is not selected and the message Extension in use appears on the first line of the display and Select line key appears on the second line of the display. If you press and release **Line 1** you access Line 1 and can make a call. If you press and release **Line 2**, you will access Line 2 and may interrupt the call to the peripheral.



## Display messages and lights

### Knowing when you have a message

The Meridian 8417's set indicator light lets you know that your voice mail system has a message for you. The set indicator light flashes slowly and the display shows:

Message Waiting	or	Message Waiting
Line x		Line 1 Line 2

after your voice mail has received a call. Contact Centrex Services (2-3434) to find out how you can subscribe to message waiting services.

### 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: date and time, Feature ON, Message Waiting, and Ringer is OFF. You can view the other messages by pressing **→**. 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. However, the message that is currently on the display may change if another event, such as you receive a new message, occurs.

### Learning about the lights

The set indicator light also alerts you when another extension is on the same line you're using, the telephone rings, or a feature is ON, or the ringer is OFF. There are also indicator lights beside the line keys and **Handsfree** to show you the status of the lines and of Handsfree and Mute.



## Set Indicator Light messages

The light indicators on your Meridian 8417 telephone set have several identifications.

### Set indicator light messages

Feature	Light
Extension in use	Set indicator light is ON.
Feature ON	Set indicator light is ON.
Message Waiting	Set indicator light flashes slowly.
Visual Ringing	Set indicator light flashes very quickly.

### Line and Handsfree indicator light messages

Feature	Light
Call is ringing on a line	Line indicator light flashes very quickly.
Call is on hold	Line indicator light flashes quickly.
Call is on Handsfree	Handsfree / Mute indicator light and line indicator light are ON.
Microphone is muted	Handsfree / Mute indicator light flashes quickly.

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17



## General Display messages

Meridian 8417's display guides you step by step.

### General display messages

Message	What it means
Check line cord	If there is no dial tone, make sure the line cord and handset cord are attached securely.
Directory empty Use SAVE to add	The Directory remains empty until you add numbers and names to it.
Directory full No changes made	The Directory has a 100 entry limit. If you want to add an item, delete an item you no longer use.
Extension in use	An extension telephone is using the same line that you want to use. Select the other line instead. Or, someone is trying to use the same line on an extension telephone.
Feature ON	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 lift the handset or press and release either <b>Handsfree</b> , <b>Dial</b> , or <b>Line x</b> .
Key is locked	The memory key is factory programmed and cannot be erased or reprogrammed. Program a different memory key.
Make calls first Make second call	You must make two calls before you press <b>Conference</b> .
Message Waiting Line x	Your voice mail service has received a call for you. (To subscribe to voice mail service, contact Centrex Services at 2-3434)
Press Conference	<b>Both calls of a Conference</b> are on hold. Press <b>Conference</b> to reestablish the Conference.
Press line key	This appears <b>when the call</b> you want is on hold. You must press <b>Line x</b> to retrieve the held call.
Ringer is OFF Line x	The ringer volume is turned OFF for that line. Without lifting the handset, press the volume bar.
...xxxxxxxxxxxxxx	The telephone number is longer than the display. The display shows <b>7.</b> and the last 15 digits of the number.



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## Set Options

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Meridian 8417 has seven 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 seven options by following the change procedure below.

### To change any of the five options:

- 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  
Press the desired option number on the dial pad. (For example, when 7 items in list appears on the display, set the time and date by pressing .)
- 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 pre-dial mode, or you can turn Live dial pad ON and have numbers dialed out instantly.

#### 6. Set prime line

You can set Line 1 or Line 2 as the line that is automatically selected each time you pick up the telephone.

#### 7. Change answer mode

You can have the telephone automatically answer the prime line or the line that has been ringing the longest when both lines are ringing.



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## Helpful Hints

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### 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,  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 and make sure the receiver volume is high enough.

### The power is out and display is blank.

The Meridian 8417 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. Only Line 1 works in this situation.

### 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 Centrex Services.

### 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

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## Call Hold

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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

- Ask the party if they are able to hold.
- 1 Press the  button, you will receive special feature dial tone.
- 2 Dial: , listen for confirmation tone.
- **Do not replace the handset cradle**
- You have 10 seconds of dial tone to activate a feature or place a call.

### To Retrieve the Call

- 1 Press the  button, you will receive a special feature dial tone.
- 2 Dial: , listen for conformation tone.

#### Note:

You can flip-flop between the party on hold and the party that you called by pressing the  button and dialing . 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.

Standard Line  
Features



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## Call Transfer / 3-Way Call

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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

- 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.
- 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)

- 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.



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## Conferencing

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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.
- A conferee answers and wishes to be added to the conference call.
- 4 Press and release **Link**, wait for tone.
- 5 Dial \* 7 6.

### To Add Another Conferee to the call

- 1 Press and release **Link**, wait for tone.
- 2 Dial the number of the next conferee.
- A conferee answers and wishes to be added.
- 3 Press and release **Link**, wait for tone.
- 4 Dial: \* 7 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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## Consultation Hold

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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

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

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#### Note:

Should the number be busy or the party not available, press  twice, slowly. You will be reconnected to the holding party.

If you reach an incorrect number, press  twice, slowly, and start over.



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## 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

- You have called a busy extension and wish to be connected as soon as it becomes free.
- 1 Press and release  once, you will hear a special feature dial tone.
- 2 Dial: , you will hear two beeps of confirmation tone.
- 3 Hang-up.
- When both telephones are available, your telephone will ring.
- 4 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 .

#### 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.

# Part III



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## Call Forward Don't Answer Call Forward Busy

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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

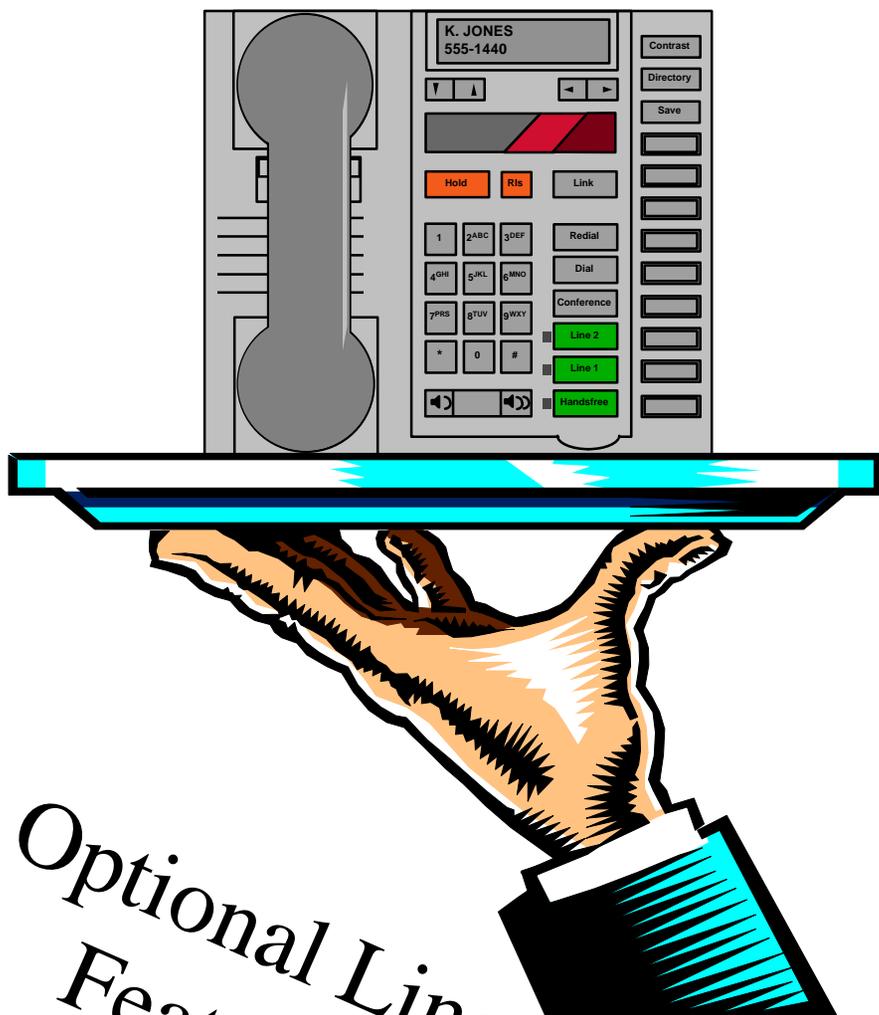
- This feature is pre-programmed by the UNL Telecommunications Center.
- If you have this feature, your phone will ring three times and then forward to a predetermined number.

**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 pre-programmed 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.



Optional Line  
Features



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## 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.
- 2 Dial: \* 7 2 , you will hear a special feature dial tone.
- 3 Dial the number to which your calls will be forwarded. (Remember to dial "9" for off-campus.)
  - You will hear two beeps of confirmation tone.
- 4 Hang-up.

### To Cancel Call Forwarding Universal

- 1 Lift the handset and listen for a dial tone.
- 2 Dial: # 7 2 , listen for confirmation 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.



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## Call Park

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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

- You are talking to someone and wish to park the call.
- 1 Press and release **Link** once, and listen for a dial tone.
  - 2 Dial: \* 7 8 , you will hear confirmation tone.
  - 3 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)
  - 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.



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## 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

- You are covering the phones and hear ringing of a phone in your Call Pickup group.
- 1 Lift your handset and listen for a dial tone.
- 2 Dial: \*77.
- 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.



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## 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

- 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.
- Inform the first caller that you are putting him or her on hold to answer an incoming call.
- 1 Press and release **Link** once. You are automatically connected to the second call and the first call is put on hold.
- Answer the second call.

### To return to the original call.

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



## 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)
  - 5 Press: **#**, listen for the confirmation tone.
  - 6 Hang-up.
- Repeat steps 1 thru 6 to store up to 10 numbers.

### Using the Speed Call List

- You wish to place a call using your speed call short list.
- 1 Lift the handset, and listen for the dial tone.
- 2 Press: **\* 7 1**.
- 3 Dial the one digit speed call number code for the number to be dialed.
- 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



## Speed Call - Long

A individual or group long list of 30 to 70 telephone numbers with two digit codes.

### Programming a Speed Call Number

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

### Using the Speed Call List

- You wish to place a call using your speed call long list.
- 1 Lift the handset, and listen for the dial tone.
- 2 Press: **\* 7 1**.
- 3 Dial the two digit speed call number code for the number to be dialed.
- 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 - - - #**  
 Access Speed Call Off-Campus Telephone Signal  
 Code Number Code Access Number Finished



## Line Features Index

A glance in review of all the line features and their codes.

### Standard Line Features

- \* 7 4** Call Hold
- \* 7 6** Conferencing
- # 9** Last Number Redial
- \* 7 5** Ring Again



### Optional Line Features

- \* 7 2** Call Forward Universal
- \* 7 8** Call Park
- \* 7 7** Call Pickup
- \* 7 1** Speed Call List
- # 1** Speed Call - Short
- # 4** Speed Call - Long

### Miscellaneous

- # 8 6** Voice Mail



