User Guide
Meridian Business Set
M5316

Introduction

The M5316 Meridian Business Set is a

More information or help with the switch features
Customer Service Representatives if you need here. Contact your service administrator or
your set with features which are not described
in this guide may not be available to you. Also note
the M5316 such as Call Forwarding and Call Waiting.

The remaining portions of this guide describe

The set for your use.

After you have covered the basics, you can

This guide first takes you through the basic

Microphone for hands-free calling

The M5316 is equipped with sixteen
Forward, Conference Calling, and Speed Dial
features for business telephones including Call
special and conventional way to use a wide range
features available on the M5316 telephone. Local features
then read how to set up the local features

After you have covered the basics, you can

Calls on hold

calls or busy signals, such as how to make calls and put
different parts of the set and where they do, as well
features of the M5316 telephone. You will learn the

This guide first takes you through the basic

information about your calls and a built-in
information display which shows you which
the lines and features you require. In this view, we can
features which can be used with
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Using Your M5316 Telephone—The Basics

1. Handset: Allows two-way communication while a call is established.
2. Speaker: When you press an available line key, you can hear when the other party answers and pick up the handset to speak. You can also use the speaker to listen to the other party on Handsfree calls.
3. Release Key: Cancels active calls.
4. Hold Key: Keeps a caller on the line.
5. Feature/Line Keys: Let you make and receive telephone calls or use installed features.
6. Prime Directory Number (PDN) key: Is your main telephone line or installed features.
7. Feature/Line Indicators: The indicator appears beside active lines.
8. Dial Pad: Gives you easy push-button dialing and programming.
9. Volume Key: Adjusts speaker/in Europa volume. It is also used to scroll through several functions shown on the display and to each previous digit.
10. Display: Shows useful information about your calls or features.
11. Alarm: Rings when the telephone rings.
12. Microphone: Allows you to speak to a caller without using the handset.

(see Handset Calling on page 6)
Press the line key with the flashing indicator to return to the hold.

1. Press the line key.
2. You can use other lines of features.

Using Autodial
Hold

Press the line key with the flashing indicator to return to the hold.

1. Press the line key.
2. The indicator flashes beside the line on hold and

Placing a call on hold

To talk to the called party (see page 6).

1. Lift the handset when you hear a dial tone from the speaker.
2. Dial the number.
3. Press any available line key. You hear a dial tone and you

Making calls

Incardoond cide is mited by a line key and a flashing

To answer a call (see page 6).

1. Lift the handset to speak or press (see Incardoond cide beside the flashing indicator.
2. Press the line key beside the flashing indicator.
3. If the call is ringing on a line other than your Prime DN (PND).

To answer a call:

Answering calls

Using Your MG316 Telephone—The Basics

Press your Hands free.

1. Press your Hands free.

To make your Hands:

Muting the Hands:

In effect until the next adjustment.

The display shows the adjusted Hands free, speaker volume level, which remains

Setting the on-hook monitoring volume

In effect until the next adjustment.

The display shows the adjusted Hands free, speaker volume level, which remains

Setting the Hands free volume

In effect until the next adjustment.

The display shows the adjusted Hands free, speaker volume level, which

Setting the other volume

Hang up or press

Ending a call

Hang up
To make a Handsfree call:

1. Press [ ] to end your call.
2. Press [ ] to end your call.

To use Handsfree during your call:

1. Press 10 to end your call.
2. Press [ ] to end your call.

The Handsfree feature allows you to use the built-in microphone and speaker for handsfree calling. With the Handsfree feature, you can hold the phone away from your ear and still hear the conversation clearly.

**Handsfree Calling**

You can proceed with the feature if you have activated it. When you get a ring again request has come from your phone, one long and two short rings indicate the line for the务. Two short beeps occur at regular intervals which indicate a second incoming call. The longer beeps used to stay connected. Two short beeps followed by silence indicates your phone is ready for another call. A first short tone indicates that the call cannot proceed. A long tone means you can dial your call. A continuous tone indicates that the number you dialed is busy. A tone which repeats once per second indicates a previous call is connected. A continuous tone indicates that the call cannot proceed. A long tone means you can dial your call. A short tone means you can dial your call.

**Display Features**

Your display shows the following information:

- **Name and Number**: The name and number of the person calling you are displayed. The name is usually shown on the top of the display, and the number is shown below it.
- **Contact Information**: If your organization has installed the Contact Information feature, your display shows additional information. For example, you might see the organization name and address.
- **Display Name**: The display name is the name that appears on the other phone when you place a call. It can be customized to show the name of the person calling you.

**Display Information**

Your display shows an incoming call's name and telephone number. When making an outgoing call, the display shows the number you called. The information shown on the display allows you to quickly identify the person you are calling and verify that you have the correct number.
**Setting up Local Features**

- Feature Key 1
- Feature Key 2
- Feature Key 3
- Feature Key 4
- Feature Key 5
- Feature Key 6
- Feature Key 7
- Feature Key 8
- Feature Key 9
- Feature Key 10
- Feature Key 11
- Feature Key 12
- Feature Key 13

**Save, Memory, and Pause**

- Save Number
- Memory Number
- Pause

**Time/Date**

- C.O. Features function:
  - Time and Date Format
  - Time and Date Set
  - Alarm

**Directory Number (PDP) or the Set**

- Keypad
- Central Office (C.O.) Features
- Display Language
- Call Timer
- Time and Date Format
- Time and Date Set
- Alarm

**Alert Volume**

- Volume
- Press and hold to exit Programming mode.

**Press Hold**

- To save the new altered volume level.

**Press**

- To adjust the volume level.

**Display**

- until all desired volume is shown on the LCD.

**To adjust the desired volume**

**After Volume**

- Time/Date C.O. Features function:
  - Time and Date Format
  - Time and Date Set
  - Alarm

**Directory Number (PDP) or the Set**

- Keypad
- Central Office (C.O.) Features
- Display Language
- Call Timer
- Time and Date Format
- Time and Date Set
- Alarm

**Alert Volume**

- Volume
- Press and hold to exit Programming mode.

**Press and Hold**

- To save the new altered volume level.

**Press**

- To adjust the volume level.

**Display**

- until all desired volume is shown on the LCD.

**To adjust the desired volume**

**Set up the Additional**

- The following additional C.O. Features are available if not disabled by the user:

**Save Number**

- Save Number
- Memory Number
- Pause

**Time/Date**

- C.O. Features function:
  - Time and Date Format
  - Time and Date Set
  - Alarm

**Directory Number (PDP) or the Set**

- Keypad
- Central Office (C.O.) Features
- Display Language
- Call Timer
- Time and Date Format
- Time and Date Set
- Alarm

**Alert Volume**

- Volume
- Press and hold to exit Programming mode.
Press [PROGRAM] to exit programming mode.

5. Press [PROGRAM] to save the new settings.
4. Press [PROGRAM] until the display is shown.
3. Press [DISPLAY] until the desired format is shown.
2. Press [ ] until the time and date format is shown.
1. Press [ ] until the time and date format is shown.

To select the time and date display format:

6. Press [PROGRAM] to exit programming mode.
5. Press [ ] to save the new settings.
4. Press [ ] until the current time passes on the display.
3. Press [DISPLAY] until the desired time format is shown.
2. Press [ ] until the time and date are shown.
1. Press [ ] to set the time and date on your MS316.

To set the time and date on your MS316:

Press [ ] to exit programming mode.

5. Press [ ] to save the new settings.
4. Press [ ] until the display is shown.
3. Press [DISPLAY] until the time and date are shown.
number remains unchanged until you save another number.

To make a call using the number you saved:

1. Before you end the current call, press "Save #" to save the number for the current call.

2. Press the handset or press "Handset".

Save Number

To program a number into the phone:

1. Press "Handset" to exit Programming mode.

2. Press "Program" to exit Programming mode.

3. Press "Program" to exit Programming mode.

4. Press "Program" to exit Programming mode.

5. Press "Program" to exit Programming mode.

6. Press "Program" to exit Programming mode.

7. Press "Program" to exit Programming mode.

8. Press "Program" to exit Programming mode.


To program a number into the phone:

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3. Press the handset or press "Handset".

4. Press the handset or press "Handset".

5. Press the handset or press "Handset".

6. Press the handset or press "Handset".

7. Press the handset or press "Handset".

8. Press the handset or press "Handset".

9. Press the handset or press "Handset".

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5. Press the handset or press "Handset".

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2. Press the handset or press "Handset".

3. Press the handset or press "Handset".

4. Press the handset or press "Handset".

5. Press the handset or press "Handset".

6. Press the handset or press "Handset".

7. Press the handset or press "Handset".

8. Press the handset or press "Handset".

9. Press the handset or press "Handset".

The Memory Number feature allows you to dial your number up to three times.
To use an Automatic Line Key:

1. Press the desired Automatic Line Key.
2. Lift the handset or press [handset] when the indicator is flashing.

Quick Ways to Make Calls:

1. Lift the handset or press [handset] when the indicator is flashing.
2. Press the desired Automatic Line Key or [handset] to start the call.
3. Lift the handset. (You can also press the desired line key or use a call using an Automatic Line Key.

To make a call using an Automatic Line Key:

1. Press the Automatic Dial Key again.
2. Press the Automatic Dial Key you want to clear.
3. Press the Automatic Dial Key again.
4. Dial the number you want to see a name of telephone.

To clear an Automatic Dial Key:

1. Press the desired Automatic Line Key.
2. Lift the handset the number you want to clear.
3. Press the Automatic Dial Key you want to clear.
4. Press the Automatic Dial Key again.
5. Press the Automatic Dial Key again.
6. Program an Automatic Dial Key:

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2. Lift the handset the number you want to clear.
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4. Press the Automatic Dial Key again.
5. Press the Automatic Dial Key again.
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To clear an Automatic Dial Key:

1. Press the desired Automatic Line Key.
2. Lift the handset the number you want to clear.
3. Press the Automatic Dial Key you want to clear.
4. Press the Automatic Dial Key again.
5. Press the Automatic Dial Key again.
6. Program an Automatic Dial Key:

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1. Lift the handset or press [handset] when the indicator is flashing.
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To make a call using an Automatic Line Key:

1. Press the Automatic Dial Key again.
2. Press the Automatic Dial Key you want to clear.
3. Press the Automatic Dial Key again.
4. Dial the number you want to see a name of telephone.

To clear an Automatic Dial Key:

1. Press the desired Automatic Line Key.
2. Lift the handset the number you want to clear.
3. Press the Automatic Dial Key you want to clear.
4. Press the Automatic Dial Key again.
5. Press the Automatic Dial Key again.
6. Program an Automatic Dial Key:
To make a call using Speed Call:

1. Press #. (You can also press the desired line key or press Speed Call again.)
2. Enter the one or two-digit code for the number you want to call.
3. Press #. (Hold until the call is answered, or press to hang up.)
4. Press #.

To erase a programmed Speed Call number:

1. Press #.
2. Enter the code for the Speed Call and telephone number for which the number is programmed.
3. Press #.
4. Press #.
5. Press #.

To program a Speed Call number:

1. Press #.
2. Enter the telephone number you want to assign to the code.
3. Press #.
4. Press #.
5. Press #.

To erase a preprogrammed Speed Call number:

1. Press #.
2. Enter the code for the Speed Call and telephone number for which the number is programmed.
3. Press #.
4. Press #.
5. Press #.

System administration to run out which type of codes are available to you.

Quick ways to make calls: continued
Message Waiting

2. Press [Message Waiting] (to start the call).

1. Lift the handset. You can also press the desired line key or dial your pickup group from your M316G.

To place a call ringing on another telephone in your pickup group: Call Pickup lets you answer a call ringing at any telephone in groups. Call Pickup also allows you to replace the telephone in your customer service representation or system administration into Call Pickup.

When you answer a call, you hear a reorder tone.

When you cannot answer a call, you hear a reorder tone.

When your Customer Service Representative or System Administrator holds a call, you hear a reorder tone.

How to avoid missing a call, continued.
To cancel a Ring Again request:

1. Press [Ring Again] to cancel the request.

To use Ring Again:

1. Make a call.
2. If the line is busy, press [Ring Again].
3. Press [Ring Again] to release the call.
4. Let the person at the other end know the call has been released.
5. Press [Ring Again] to automatically redial the number. Note that you can only have one Ring Again request at a time.

Conference calls:

1. Hang up or press [End] to end the call.
2. In the conference call, press the line key of the person you want to add.
4. Repeat steps 1-3 until you have added all the desired people.

Voice to transfer or share calls:

1. When you can't reach someone, continue calling.
2. When you hear a busy signal, press [Ring Again] when calling someone. Ring Again can be used to reach someone.
Privacy Release

1. Press [Privacy] or Press [Connect].
2. Hang up.
3. Dial the number of the telephone that parked the call.

When you hang up, you hear two short beeps followed by silence.

To retrieve a parked call from any telephone in your system:

1. While on a call, Press [Connect].
2. Call the telephone from any telephone in your system.

If you have a line with other people and the line is programmed for Ring & Answer, press the line you want to use.

IV. PARKING

Privacy Release

Privacy release is automatically released to your line when you hang up or disconnect yourself from the call and complete the transfer.

Transferring a Call

1. Press [Transfer] or Press [Connect].
2. Press the number of your line.
3. Does the person you wish to call answer? If they do not answer, press the line on which the original caller's telephone is located.
4. Press [Connect] or Press [Connect].

You can now speak with both parties.

Transferring a Call Directly to Another Telephone

1. Press [Transfer] or Press [Connect].
2. Press the number of your line.
3. Does the person you wish to call answer? If they do not answer, press the line on which the original caller's telephone is located.
4. Press [Connect] or Press [Connect].

You can now speak with both parties.

IV. PARKING

Privacy Release

Privacy release is automatically released to your line when you hang up or disconnect yourself from the call and complete the transfer.
Controlling Your Telephone Line

Make Busy

1. Press [Make Busy] on your telephone. You can make your telephone appear busy to all callers except those you have made busy with someone and don't want to be disturbed.

Privacy

1. Press [Privacy] again. Privacy is also automatically removed from your line when you end your call.

To remove the privacy status from your call:


Bridge into your call:

Other people who share your line are now prevented from making a call immediately possible.

Privacy:

Privacy is also automatically removed from your line when you end your call.

To make your current call private:


You can make your call immediately possible.

Privacy:

Privacy is also automatically removed from your line when you end your call.

To make your current call private:


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Figure 2—WALL JACK/AC ADAPTOR CONNECTIONS

5. Insert the other end of the line cord into the open jack (A) on the plastic "pigtail" connector (B)—see Figure 2.

6. Insert the free end of the "pigtail" cord (C) into the wall jack (D).—see Figure 2.

7. From the jack in the plastic pigtail connector (B), plug in the AC adapter (E) into a AC 120V wall socket (F).—see Figure 2. Note that you should never remove the plastic cord.

Connecting Your M3516: continued