

2616 TELEPHONE



The **2616** Telephone is a multi-line, digital, business phone that has a display. The display provides additional information such as the telephone number calling and the building and room number where the phone number is located. It also shows the current date and time.

The **2616** is designed for people who require single or multiple lines and quick access to a broad range of features, as well as the convenience of high quality, built in speaker phone. It provides 16 keys. By adding up to two 22 button Key Expansion Units, the basic complement of 16 programmable buttons can be increased to 38 or 60 buttons for additional lines.

Listed below are the basic key functions that can be added to the phone.

AUTO DIAL

SETUP

- Leave the handset down on the phone
- Press the "AUTODIAL" key once.
- Enter number to be called. You can even put in the 8 first, to get an outside line.
- Press the "AUTODIAL" key once again to SAVE.

USE

- Lift handset and press key once.

CALL FORWARD

PROGRAM FORWARD NUMBER

- Without lifting handset
- Touch "FORWARD" key (lamp flashes)
- Enter the extension all calls are to be forwarded to
- Touch "FORWARD" key again (lamp lights steady)

ACTIVATE

- Without lifting handset

- Press "FORWARD" key twice (forward number already entered.) The call automatically transfers to the pre-programmed number.

CANCEL

- Without lifting handset
- Press "Forward" key once (lamp goes dark and telephone can now accept calls again.)

CALL PICK UP

When a telephone near you in the same pickup group is ringing:

- Lift handset
- Dial 63 or the "CALL PICKUP" key
- Answer Call

CALL TRANSFER

While on an active call:

- Touch "TRANSFER" key
- Hear special dial tone
- Enter the extension number
- Announce the call
- and/or Touch "TRANSFER" key again to release call.

If the called person's line is busy or there is no answer to desired transfer extension, touch DN key again to bring the caller back on the line.

CONFERENCE CALL

- Call first number
- Touch the "CONFERENCE" key [This puts the first called party on hold and allows you to connect to the next number.]
- Hear special dial tone
- Dial the next number to add to the conference.
- When the call is answered, you may talk privately with the person before they join the conference. If they do not answer, press the DN key.
- Touch "CONFERENCE" key again to join all callers.
- Repeat the procedure, if necessary, to include up to 6 total person (including yourself).

HANDSFREE CALL

- With the handset down, press the "HANDSFREE MUTE" button once to get live dial-tone.
- Dial the number on the key pad.

- When the party answers, speak towards the phone. You will hear the party through the speaker.
 - If MUTE is needed, press “HANDSFREE MUTE” while the outside party is talking.
 - A blinking red light will appear.
 - To disconnect MUTE, press “HANDSFREE MUTE” again.
- To end call press the “RLS” or “RELEASE” key.

PROGRAM KEY

To access the program mode features with an M2616, press the Program Key, then scroll forward or backward through the available selections with the volume control key.

Select the feature you wish to change by entering the two digit number associated with that feature.

If you know the two digit code associated with the feature, you may enter this code immediately after pressing the Program Key. This eliminates the need to scroll through the other features. The two digit codes are listed below.

NOTE: The program key allows control of the display options, such as screen format, contrast, and volume on digital (multi-line) telephones. The Program Key is the top right key on telephones equipped with a display.

OPTIONS

-- VOLUME CONTROL (CODE 00)

Volume levels can be set while the telephone is in an idle state. There is no need to wait for the phone to ring to adjust the ringer volume

To select and adjust the volume control:

- Press Program key
- Dial/touch 00 .
- Dial one of the following to adjust the specified volume.

1= Ringer; 2 = Buzzer; 3 = Speaker; 4 = Handset; 5 = Handsfree

- Use the volume control key to increase or decrease the volume
- Press Program Key to save and exit or repeat these steps to adjust another volume level.

-- CONTRAST ADJUSTMENT (CODE 0 2)

Viewing contrast on the LCD telephone display can be changed for the user's preference.

To adjust the contrast:

- Press Program key
- Dial/touch 02
- Use the volume control key to increase or decrease the contrast.
- Press Program Key to save and exit.

- IDLE SCREEN FORMAT (CODE 0 4)

The date and time can be displayed in eight different formats (12 hour or 24 hour format).

Examples:

JAN 18 1:01 P

JAN 18 13:01

18 JAN 10:01 A

18 JAN 13:01

1 18 10:01 A

1 18 13:01

To adjust the date and time format:

- Press Program key
- Dial 04
- Press the volume control key to scroll through the idle screen formats.
- When you find the selection you want, press Program Key to save and exit

RING AGAIN

This feature does not work for numbers outside the University.

While waiting, you can still make and receive calls

ACTIVATE:

- After calling an extension and getting busy tone
- Touch "RING AGAIN" key
- Hear regular dial tone
- Hang up

RESPOND: Hear short bursts of ringing when the extension becomes available.

- Lift handset
- Select unused phone line, pressing button if necessary.
- Touch "RING AGAIN" key and the Number Automatically Redials

CANCEL:

- Lift Handset
- Touch "RING AGAIN" key
- Hear regular dial-tone
- Hang up.

SYSTEM SPEED CALL

Users phone must be pre-programmed to be included in a Speed Call Group to use this feature.

TO PROGRAM CONTROLLER:

- Lift handset
- Touch # 2
- Hear regular dial-tone
- Enter 1 or 2 digit Speed Call access code
- Enter telephone number to be stored
- Hang up

TO CHANGE CONTROLLER:

- Lift handset
- Touch # 2
- Hear regular dial-tone
- Enter 1 or 2 digit Speed Call access code
- Enter NEW telephone number to be stored
- Hang up

TO ERASE CONTROLLER:

- Lift handset
- Touch # 2
- Hear regular dial-tone
- Enter 1 or 2 digit Speed Call access code
- Touch * (number is automatically erased.)
- Hang up

TO USE:

- Lift handset
- Touch # 3
- Hear regular dial-tone

Enter 1 or 2 digit code Speed Call access code (number is automatically dialed.)