M5316 User Guide

Dialing Instructions

Station-to Station
Dial 4 digit station number

Local Calls
Dial 9 + number

State Long Distance Calls
Dial authorization code* + area code + number

Personal Long Distance Calls
Dial 9 + 0 + area code + number. *(Access your long distance carrier as you normally would).*

Emergency Calls
Dial 55

800 Calls
Dial 9 + 1 + 800 + number

* Contact Telecommunications for your authorization code

Station Sets

Receiver, Speakerphone and Ringer Volumes
During a call, adjust the toggle bar to comfortable level.

Mute
Press and release the **MUTE** key to activate or deactivate. (A half diamond indicator will flash when activated).

Hold
Press and release the **HOLD** key to activate or deactivate. (A half diamond indicator will flash when activated).

RLS
Key that terminates call.

Automatic Hold
While on a call, press key of line that is
ringing. System automatically puts first call on hold.

Automatic Line Select
System automatically selects your **(PDN)** line when
you lift the handset or press the **HANDSFREE** key
when you make a
call.

Using Your
Phone

Making a Call
Lift handset or
press the
HANDSFREE key.

Answering a Call
1. If the call is ringing on a line other than your
PDN, press the line or intercom key beside the
flashing indicator.
2. If your **PDN** line is ringing, either lift the handset
or press the **HANDSFREE** key.

Features

Intercom Calls
1. Press the **Group Intercom Calling (GIC)** key.
*(You will hear dial tone and the LCD next to the
GIC key goes on).*
2. Dial the **GIC** member numbe*r. (You will hear a
ringback).*
3. Called party will answer.
4. Lift the handset or press **HANDSFREE** key.

Last Number Redial
1 Dial ##.

3-Way Conference Calls/Call Transfer
1. Press the **TRANSFER** key. *(You will hear a special dial tone, the LCD next to the TRANSFER key goes on and the LCD of the DN in use flashes).*
2. Your caller will be placed on hold automatically.
3. Dial the number of the person to whom you wish to add to the cal*l. (You will hear ringback tone; you are connected to the person when they answer their phone and may consult privately).*
4. To connect all three parties together, press the **TRANSFER** key again. *(The LCD next to the TRANSFER key goes on and the LCD next to the DN key goes on).*

Speed Call

Speed Call Short List
(To program with SPD CALL key)
1. Without lifting the handset, press the **SPD CALL** key. *(The LCD next to the SPD CALL key flashes).*
2. Dial the 1-digit code to be associated with the number being stored. (0-9)
3. Dial 9 + the number to be stored followed by the # symbol. *(You will hear a confirmation tone).*
4. Press **SPD CALL** ke**y.** *(The LCD next to the SPD CALL key goes off*).

(To Activate Speed Call)
1. Press any DN key or the **HANDSFREE** key. *(You will hear dial tone and the LCD next to the DN key goes on).*
2. Press the **SPD CALL** key. *(The LCD next to the SPD CALL key goes on).*
3. Dial the single-digit code for the number to be dialed. *(The LCD next to the SPD CALL key goes off; you will hear call progression tones and ringback tones).*

Speed Call Long List
(To program with SPD CALL key)
1. Without lifting the handset, press the **SPD CALL** key. *(The LCD next to the SPD CALL key flashes).*

2. Dial the 2-digit code to be associated with the number being stored. (00-99)
3. Dial 9 + the number to be stored followed by the # symbol. *(You will hear a confirmation tone).*
4. Press **SPD CALL** key. *(The LCD next to the SPD CALL key goes off).*

(To Activate Speed Call)
1. Press any DN key or the **HANDSFREE** key. *(You will hear dial tone and the LCD next to the DN key goes on).*
2. Press the **SPD CALL** key. *(The LCD next to the SPD CALL key goes on).*
3. Dial the single-digit code for the number to be dialed. *(The LCD next to the SPD CALL key goes off; you will hear call progression tones and ringback tones).*

*(To place a call using the Speed Call Featur*e)
1. Lift the handset.
2. Dial "*" and the single-digit code assigned to the stored number 0 through 9.
3. Dial #. (The number is automatically dialed).

Message Waiting Indicator
To retrieve messages: *(The LCD indicator will light up when you have a message in your voice mailbox).*
1. Lift your handset or press **HANDSFREE.**
2. Press the **MSG WAIT** key to access your Voice Mail system.
3. Retrieve your messages through your voice mail system as you normally would.

Programming Your Phone

Time and Date Format
1. Press **PROGRAM** key.
2. Press toggle bar until ***Time and Date Format Menu*** appears on your screen.
3. Press **HOLD** to save setting.
4. Press toggle bar until you reach desired format.
5. Press **HOLD** to save setting.
6. Press **PROGRAM** or **RLS** to exit program.

Setting Current Time and Date.
1. Press the **PROGRAM** key.
2. Press toggle bar until ***Time and Date Set Menu*** appears on screen.
3. Press **HOLD** key.
4. Enter the date using the format shown on the display.
5. Enter current time *(Based on 24-hour clock)*.
6. Press **HOLD** to save setting.
7. Press **PROGRAM** or **RLS** to exit program.

Predial

1. Press the **PROGRAM** key.
2. Press toggle bar until **PREDIAL?** is shown on display.
3. Press **HOLD**.
4. Press toggle bar to enable or disable the Predial feature.
5. Press **HOLD** to save the new setting.
6. Press **PROGRAM** or **RLS** to exit program.
7. To make a call when Predial is enabled, dial the telephone number (number is shown on display).
8. Pickup the handset or press **HANDSFREE.**