

## Display Options

### Programming

1. Press **PROGRAM**. The first screen is Volume Adjustment.
2. Press the volume control button to scroll through the various program selections.
3. To make a selection, press the 2 digit number shown on the display.
4. Make the changes and press **PROGRAM** to save and exit.

### Volume Adjustment

1. Press **PROGRAM** and dial **00**.
2. Dial **1** to adjust the ringer volume, **2** for the buzzer volume, **3** for the speaker volume, **4** for the handset volume, or **5** for the handsfree volume.
3. Use the volume control button to adjust.
4. Press **PROGRAM** to save and exit.

### Contrast Adjustment

1. Press **PROGRAM** and dial **02**.
2. Use the volume control button to adjust.
3. Press **PROGRAM** to save and exit.

# MERIDIAN TELEPHONE

UNIVERSITY OF WASHINGTON  
**MEDICAL CENTER**  
UW Medicine

## Multi-Line Phone

### Quick Reference Guide

*If you have questions,  
please contact the  
Teleservices office at:  
**(206) 598-6367***

*For telephone repair, call:  
**(206) 598-6970**  
or email*

***[teleserv@u.washington.edu](mailto:teleserv@u.washington.edu)***

UNIVERSITY OF WASHINGTON  
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**TELESERVICES**

<http://depts.washington.edu/teleserv>

FEATURES	STEP 1	STEP 2	STEP 3
<b>AUTO DIAL</b> To store a number  To make a call	With the handset down, Press <b>AUTO DIAL</b> .  Lift the handset and get a dial tone.	Dial the number to be stored.  Press <b>AUTO DIAL</b> .	Press <b>AUTO DIAL</b> and the number will be saved.
<b>CALL FORWARD</b> To forward all calls to another phone.  To cancel call forward	With the handset down, press <b>FORWARD</b> .  Press <b>FORWARD</b> .	Dial the number you want your calls to forward to.	Press <b>FORWARD</b> again. The display will show " <b>CFWD</b> ."
<b>CALL PARK</b> To park a call for another person to pick up.  To retrieve a parked call	While on an active call, press <b>PARK</b> .  Lift the handset of any on-site telephone and get a dial tone.	Look at the display and make a note of the 3-digit park number.  Dial the 3-digit park number.	Press <b>PARK</b> again to park the call.
<b>CONFERENCE</b>	While on an active call, press <b>CONFERENCE</b> .	Dial the number of the next party and announce the conference.	Press <b>CONFERENCE</b> ; repeat for each additional caller.
<b>HOLD</b>	Press <b>HOLD</b> to place a call on hold.	Return to the call by pressing the key indicated by a flashing arrow.	
<b>REDIAL</b>	Lift the handset and get a dial tone.	Press your <b>LINE KEY</b> twice. The last number dialed will redial.	
<b>TRANSFER</b> To transfer a call to another telephone.	While on an active call, press <b>TRANSFER</b> .	Dial number you want the call transferred to.	Press <b>TRANSFER</b> again.
<b>VOICE MAIL</b>	Dial <b>85550</b> or press <b>MESSAGE</b> .	Listen for mailbox instructions. Consult the voice mail quick reference guide for more information.	

Your telephone may not have all of these features. To add features, please call 598-6970.