

## Volume Options

### Receiver Volume

The volume bar is located below the dialing pad. While on an active call, use the volume bar to increase or decrease volume.

NOTE: The volume is automatically reset to normal each time you hang up the phone.

### Ringer Volume

You can adjust the ringer volume while the phone is ringing. The volume wheel, located on the right side of the phone gives you a choice of four settings: Loud (top setting), Medium, Soft, and Off (bottom setting). At the Off setting, the red light flashes when a call comes in, but the phone does not ring.

# MERIDIAN TELEPHONE

UNIVERSITY OF WASHINGTON  
**MEDICAL CENTER**  
UW Medicine

## Single-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***

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**TELESERVICES**

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

<b>FEATURES</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>
<b>CALL FORWARD</b> To forward all calls to another phone.	Lift the handset, listen for dial tone.	Dial # + 1 and wait to hear a steady dial tone.	Dial the number you want your calls to forward to.
<b>To cancel call forward</b>	Lift the handset, listen for dial tone.	Dial # + 1 and hang up.	
<b>CALL WAITING</b> To accept a second call while on an active call.	When you hear the call waiting tone, press <b>LINK</b> .	Press <b>LINK</b> to return to the first call.	Keep pressing <b>LINK</b> to alternate between calls.
<b>CONFERENCE</b>	While on an active call, press <b>LINK</b> .	Dial the number of the next party and announce the conference.	Press <b>LINK</b> ; repeat for each additional caller.
<b>HOLD</b>	Press <b>HOLD</b> to place a call on hold. The red light will flash.	Return to the call by pressing <b>HOLD</b> again.	
<b>MEMORY KEYS</b> <b>To store a number</b>	Lift the handset and wait for a dial tone.	Press <b>SAVE</b> and then press a memory key.	Dial the number to be stored and press <b>SAVE</b> .
<b>To make a call</b>	Lift the handset and wait for a dial tone.	Press the memory key of the number you wish to dial.	
<b>REDIAL</b>	Lift the handset and wait for a dial tone.	Press <b>REDIAL</b> . The last number dialed will redial.	
<b>TRANSFER</b> To transfer a call to another telephone.	While on an active call, press <b>LINK</b> .	Dial number you want the call transferred to.	Announce the call and then hang up by replacing the handset or pressing <b>RLS</b> .
<b>VOICE MAIL</b>	Dial <b>85550</b> or press <b>MESSAGE</b> .	Listen for mailbox intructions. 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.**