

Purchasing Instructions

Kettering University's Telecommunications & Electronic Systems department provides a standard model analog phone to all departments free of charge. This phone is configured to work well with our telephone software and is capable of a variety of features. For employees requiring more complex capabilities or desiring different analog phones, The Telecommunications & Electronic Systems department will and does order compatible equipment which meets individual needs. Any additional expense is then charged to that department.

These telephones are available to be purchased by your Department in cooperation with the Telecommunications & Electronic Systems department. Please contact Deena Hosmer at extension 9885 prior to ordering for instructions on how to generate both the purchase order and the work order necessary to ensure timely and efficient delivery and installation of your new telephone.

Each time you order telephones, it is necessary to submit a work order at the time that you order the equipment, as it will be delivered to the Electronics staff for installation. The work order provides valuable information regarding what department purchased the telephone and for which staff member as well as any special configurations that may be requested. This also allows the Electronics staff to anticipate the arrival of your equipment so that it can be scheduled for timely installation.

Please do not install your own telephone as the jack you have been provided may not be compatible with the model you have purchased and wiring or configuration changes may be necessary prior to installation.

**Alternate
Telephones
Available for
Purchase
By Your
Department**

Analog Models

**AASTRA Telecom
Model 8004
\$40.00**

- ◆ Flash key
- ◆ Redial key
- ◆ Mute key
- ◆ Message waiting light
- ◆ High/medium/low ringer positions
- ◆ Adjustable receiver volume



**AASTRA Telecom
Model 8009
\$50.00**

- ◆ Redial key
- ◆ Message waiting light
- ◆ Hold key
- ◆ Six programmable memory keys
- ◆ Link key
- ◆ Line release key



Digital Models

**Meridian
M2006 Single Line
\$110.00**

- ◆ Last number redial
- ◆ Message waiting light
- ◆ Hold key
- ◆ Five programmable feature keys
- ◆ Line release key



**Meridian
M2008
\$80.00 – \$150.00 depending on features**

- ◆ Multi-line capability
- ◆ Last number redial
- ◆ Message waiting light
- ◆ Hold key
- ◆ Eight programmable line/feature keys
- ◆ Line release key
- ◆ Hands free and display available



**Meridian
M2616
\$120.00 -- \$160.00 depending on features**

- ◆ Multi-line capability
- ◆ Last number redial
- ◆ Message waiting light
- ◆ Hold key
- ◆ Eight programmable line/feature keys
- ◆ Line release key
- ◆ Built in hands free
- ◆ Display available

