

Need immediate assistance?  
Call the HelpDesk x4835



## MERIDIAN DIGITAL TELEPHONE MODEL M3902

**GOODBYE:** Press to *Disconnect* call or *release* from Paging System *quiet assured* disconnect

**HOLD:** Places a call on hold *Icon Flashes*.

**LINE/DIRECTORY KEY:** Used to *Make or Receive Internal and External* Calls

**DISPLAY/SOFTKEYS:** Display gives *Information and Features* that are accessed by Pressing Softkeys

**NAVIGATION KEYS:** Scrolls through *Menus and Lists* on Display

**VOLUME CONTROL:** *Rocker bar below dial pad* Controls Ringer, Speaker, Handsfree & Incoming Voice Levels over Receiver. Tap to *Decrease or Increase* at any time.

**OPTIONS:** Accesses Menu in the system so that you can *customize* your phone *(10 items)*

**MESSAGE:** Accesses the Voice Mail System.

**TRANSFER:** Allows you to connect your call to someone else

**HANDSFREE (Speakerphone):** Press to *make or answer* any call *without* lifting the Handset

TO SWITCH TO HANDSFREE FROM USING HANDSET: Press HANDSFREE Key  
Hang up

TO RESUME PRIVACY: Lift Handset

**MUTE:** Turns off your Microphone (*Speaker, Handset*) to allow you to speak privately  
*caller cannot overhear office noise/conversation*

TO USE: Press MUTE Key *Indicator flashes* speak privately

TO RESUME CONVERSATION: Press MUTE Key again

- TO ANSWER INCOMING CALL:** *Phone rings-Icon Flashes*  
Lift Handset **or** Press HANDSFREE Key
- TO PLACE AN INTERNAL CALL:** Lift Handset **or** Press HANDSFREE Key  
Enter EXTENSION Number  
To reach Receptionist/Operator Press 0
- TO PLACE AN EXTERNAL CALL:** Lift Handset **or** Press HANDSFREE Key  
**LOCAL:** 9 and seven-digit Number  
**LONG DISTANCE:** Enter 9 & 1 (area code) plus Number

Note: When you press 9, you will not receive additional dial tone

Notes: Your telephone *rings* differently for *different* types of calls Display Gives *Caller* and *Status Information*.  
EXTERNAL *Two short rings*  
INTERNAL *Normal ring*

**TRANSFER:** Allows you to *connect* your call to someone else (*With caller on line*)  
Press TRANSFER Key, *Call automatically held*  
Enter EXTENSION Number

*Blind Transfer*  
*Announced* Press TRANSFER Key, *Call is connected, or*  
*Wait for party to answer, (speak privately),* Press TRANSFER Key

**CONFERENCE:** To set up a *six* way Conference  
*With call on line* Press CONFERENCE Softkey  
Enter Second Number  
When 2<sup>nd</sup> person answers, Press CONFERENCE Softkey

Note: Repeat procedure for additional conferees

**LAST NUMBER REDIAL:** Redials *last* Number that you called.

TO USE: Lift Handset Press LINE Key *Once* **or**  
Leave Handset in Place Press LINE Key *Twice*

**CALL PICKUP:** Answers a ringing phone, *in your group*, from your phone

TO USE: Lift Handset **or** Press HANDSFREE Key  
Enter 13  
Begin speaking

**CALL FORWARD:** Programs your phone to ring at another *Extension*

Notes: If you get a call, Icon Flashes, *you can answer it*, but it *rings* at forwarded set  
Your phone rings *only* when forwarded set Calls **or** Transfers a call to you

TO PROGRAM: Press FORWARD Softkey  
Enter EXTENSION Number that you want calls forwarded to  
Press FORWARD Softkey  
*Display will remind you that calls are forwarded*

TO CANCEL: Press FORWARD Softkey

TO REINSTATE: Press FORWARD Softkey *twice* *To Same Number*

**SPEED CALL:** Allows you to program *External* Numbers to be used by entering a *two-digit* code. There are *20 Personal Codes (00-19)* programmed in by you and used from your phone.

TO PROGRAM: Press SPEED CALL CONTROLLER Softkey (SpcCtrl)  
Enter two digit code (00-19)  
Enter 9 and Number  
Press SPEED CALL CONTROLLER Softkey (SpcCtrl)  
Record information on paper

TO USE: Lift Handset **or** Press HANDSFREE Key  
Press SPEED CALL CONTROLLER Softkey (SpcCtrl)  
Enter two-digit code