

OPTIONS LIST

The Options List allows you to customize certain settings on your telephone.

For more information, please refer to your Meridian Digital Telephone Quick Reference Guide

DIALING PLAN

Internal 5-digit-extensions

Schools 5-digit extensions

Local: 9+XXX-XXXX

Long Distance: 9+1+Area Code+XXX-XXXX

International: 9+011+Country Code+Number

Emergency: 9 + 911

Operator: 00

Voice Mail: 54400

SUHSD

M3902 PHONE & FEATURE QUICK REFERENCE GUIDE

M3902



FIXED KEYS

Primary Extension

Your primary extension is assigned to the green button on the top right. M3902 is a single line set and is not capable of having a secondary line.

Goodbye Key

The **Goodbye** key can be used to terminate a phone call. It is especially useful for disconnecting a Hands free phone call.

Hold Key

The **Hold** key is used to place an active call on hold. Return to the caller by pressing the extension next to the flashing LCD indicator.

Volume Bar

Use the volume bar to control the volume of the handset, speaker and ringer. Raise and lower the volume by pressing the right and left sides of the bar. Volume adjustments can also be made using the **Options** key.

Navigation Keys

The Navigation keys are the arrow-shape keys located under the display. Navigation keys are used to move through the menu under the Options List.

Handsfree Calling

To make a hands free call:

- 1 With your handset on hook, press the **Hands free** key or your extension key
- 2 Dial out as normal

To mute your side of the conversation:

- 1 Press the **Mute** key (red light flashes)
- 2 Simply press the **Mute** key again to resume 2-way conversation

PHONE FEATURES

Transfer

1. With call on the line, press the **Transfer** key
2. Dial the Extension where the call should go
3. [Optional] **Announce** the call
4. Press the **Transfer** Softkey to complete the transfer

Forward

To activate:

1. Press the **Forward** softkey
2. Dial the Extension to forward calls to
3. Press the **Forward** softkey to activate Call Forward

To deactivate:

1. Press the **Forward** softkey

Call Pickup

1. Lift up your handset
2. Dial **#3** to answer a call in your own Call Pickup Group

Intercom

1. Press the **Intercom** feature key
2. Dial the 2 digit Member Number
3. Talk when ringing stops

Last Number Redial

Using the Handset:

1. Lift up the handset
2. Press the Line (extension) key

Using the speaker phone:

1. Press any line (extension) key twice

System Speed Dial

1. Press the **SScUser** softkey
2. Dial the 3 digit item number you wish to call

Message

1. Lift up your handset
2. Press the **Message** key to dial voice mail to listen to your voice mail messages.