

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

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

THE OPTIONS LIST MENU

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

CALL LOG & PERSONAL DIRECTORY

Call Log records the name (where available) and number of both incoming (Callers List) and outgoing (Redial List) calls.

Personal Directory allows the M3904 user to program a personal directory of names and telephone numbers.

On the M3903:

Call log list stores up to 10 entries in the Callers List, and 5 entries in the Redial List.

On the M3904:

Call log list stores up to 100 entries in the Callers List, and 20 entries in the Redial List. Personal Directory can store up to 100 entries.

SUHSD

M3903 & M3904 PHONE & FEATURE QUICK REFERENCE GUIDE

M3903



M3904



PHONE FEATURES

Transfer

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

Conference

1. With a call on the line, press the **Conf** softkey
2. Dial the Extension of the person to add to conference. (If a busy signal is encountered here, press the **Goodbye** key and press the flashing phone icon)
3. Announce the conference call
4. Press the **Connect** softkey to complete the conference.
5. Repeat steps 1 to 5 for a maximum of 6 conferees including yourself.

Call Join

Call Join allows you to add an incoming call on another line to an already established conference call.

1. Place the incoming call you wish to add to the conference on hold
2. Press the key where the established conference call is
3. Press the **Conf** softkey
4. Press the key where the incoming call is on hold
5. Press the **Connect** Softkey to complete the call Join.

Forward

To activate:

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

To deactivate:

1. Press the CheckFw softkey
2. Press the CancelFw softkey

Call Pickup

1. Lift up your handset
2. Press the **Pickup** Softkey 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

Auto Dial

To Store An Auto Dial Number:

1. Press the **Autodial** feature key
2. Dial the number you want stored (numbers outside your network must start with a 9)
3. Press the **Autodial** feature key again to store the number

To Dial A Stored Auto Dial Number:

1. Lift up the handset
2. Press the **Autodial** feature key where number is stored

System Speed Dial

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

Speed Call

To Store A Speed Call Number:

1. Without lifting the handset, and press the **SpcCtrl1** feature key
2. Dial the 2 digit item number
3. Dial the number you want stored (numbers outside your network must start with a 9)
4. Press the **OK** softkey to store the number

To Dial A Stored Speed Call Number:

1. Lift up the handset, and press the **SpcCtrl1** or **SpcUser** feature key
2. Dial the 2 digit item number you wish to call

COVERING OTHER EXTENSIONS

SCN and SCR Keys

SCN and SCR are actual extensions on your phone which you can use to answer calls or even make outgoing calls. You answer calls on additional SCN or SCR keys the same way you would answer your personal extension. The only difference between the two types is that the SCR key rings on the first ring, and the SCN key either never rings or has a delayed ring. (Refer to your departmental telephone layout for more information).

To Answer Any Incoming Call to any extension (SCN or SCR) keys on your phone:

1. Lift up the handset and the system will find any line that an incoming call is coming in and let you answer it.

If your phone is ringing, and you would like to make an outgoing call without answering the ringing line:

1. Without lifting the handset, press any idle extension / Line key
2. Lift the handset and dial the number you wish

BFS Keys

BFS stands for Busy Forward Status. As the name indicates, each BFS is a status only key that will monitor a particular phone set.

LCD Display	Description
Off (Not Lit)	Phone is Idle and Call Forward is off
On (Lit Steady)	Party is on the phone and Call Forward is off
Slow Blink	Party is on the phone and Call Forward is activated
Fast Blink (Wink)	Phone is idle and Call Forward is activated

BFS keys can also be used as a speed dial to the monitored phone's primary extension by:

1. Lift up your handset
2. Press the appropriate BFS key