



Meridian Digital Telephones

M3902 Quick Reference Card



Feature Operation

| | | | |
|----------------------------------|----------|------------------------|----------|
| Auto Dial | | | |
| store | AutoD1 | | ▶AutoD1 |
| use | | AutoD1 | |
| display | Display | AutoD1 | |
| Hold | | | |
| place a call on hold | | | |
| return to a held call | | | |
| Transfer | | | |
| | | | |
| Handsfree (if configured) | | | |
| activate | | | |
| switch to handset | | | |
| handset to handsfree | | | |
| Group Listening | | | |
| activate | | Handsfree LED flashes | |
| Group Listening to handsfree | | Handsfree LED is solid | |
| Group Listening to handset | | | |
| Mute (On/Off) | | | |
| | | | |
| Conference | | | |
| | Conf | | ▶Conf |
| Last Number Redial | | | |
| | | | |
| Ring Again | | | |
| activate | RingAGn | | |
| when notified | | ▶RingAG | |
| cancel | ▶RingAG | | |
| Call Forward | | | |
| activate | Forward | | ▶Forward |
| cancel | ▶Forward | | |
| reinstate | Forward | ▶Forward | |
| view number | Display | ▶Forward | |
| Call Pickup | | | |
| | | Pickup | |
| Call Waiting | | | |
| answer | | ▶CWait | |
| return to first call | | | |
| Message | | | |
| | | | |

Explanations

| | |
|----------------|---|
| Legend | |
| | Lift the handset, or press the DN key, or press the Handsfree key. |
| | Replace handset, or press to end the call. |
| | Dial a number. |
| | Press the line (DN) key. |
| ▶AutoD1 | The ▶ flashes when a feature is being programmed. The ▶ lights steadily when a feature is active. |
| Remarks | |
| A | Enter or edit the key label (maximum of 7 characters). |

Programming your Meridian M3902 Telephone

| | | | |
|---------------------------------|------------------------|------------------------|-------------|
| Options List | | | |
| Access the Options List | | | |
| | | Select | |
| Language | | | |
| | Select | Done | Quit |
| Change feature key label | | | |
| | Select | AutoDial | A Done Quit |
| Contrast adjustment | | | |
| | Lower or Higher | Done | Quit |
| Volume adjustment | | | |
| | Select | Lower or Higher | Done Quit |
| Ring type | | | |
| | Play | Done | Quit |
| Call timer control | | | |
| | On or Off | Done | Quit |
| Date/time format | | | |
| | Done | Quit | |
| Key click enable | | | |
| | On or Off | Done | Quit |
| Diagnostics mode | | | |
| | | | |
| Group listening | | | |
| | On or Off | Done | Quit |

For additional information on the operation of your telephone, please consult the *Meridian Digital Telephones M3901, M3902, M3903, M3904 User Guide*.