



# Meridian Digital Telephones

## M3902 Quick Reference Card



## Feature Operation

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

For information on using your M3902 telephone when connected to a Meridian SL-100 system, please consult the *Meridian Digital Telephones M3902, M3903, M3904 Quick Reference Guide*.

## Explanations

<b>Legend</b>	
	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.
<b>Remarks</b>	
A	Enter or edit the key label (maximum of 7 characters). To access special characters, press the Up Navigation Key. Use the Navigation Keys to locate the character you want to include. Press the Select Key to select the highlighted character. Press the Return Key to return to label entry without selecting a special character.

## Programming your Meridian M3902 Telephone

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