



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			

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

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). 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

Options List							
Access the Options List							
			Select				
Language							
		Done	Quit				
Change feature key label							
Select			Select	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*.