MERIDIAN 3903
TELEPHONE FEATURES

PLACE A CALL

- lift handset
   OR With Receiver on Hook
- press line key
   OR For Two-Way *Handsfree* Call
- press *Handsfree* key (selects line)

ANSWER A CALL

Call Status flashes on telephone set:
- lift handset (selects line)
   OR
- press flashing line key and lift handset
   OR
- press *Handsfree* key (selects ringing line)

DISCONNECT A CALL

- hang up
   OR
- press *Goodbye* key

MUTE FEATURE

Allows you to listen to the person/persons at the other end of the call without them hearing you:
- press *Mute* key (indicator flashes)

To **Return** to two way conversation:
- press *Mute* key (indicator goes out)

Note: Mute key applies to Handset, Handsfree, and Headset

LAST NUMBER REDIAL

To Redial the *last number you dialled out* from your telephone set:
- without lifting the handset press the line key twice
   OR
- lift handset and press the line key once

AUTO DIAL

Permits the storage on a ***Feature key,*** of a frequently dialled telephone number**.**

To **Store** a number on a programmable *Feature* key:
- without lifting the handset press an *Auto Dial* key
- dial the number to be stored (including "6" to dial out and the required area codes)
- press *Auto Dial* key again to confirm the programming

To **dial** a number stored on an *Auto Dial* key:
- press line key to select a line
   OR
- lift the handset
   OR
- press *Handsfree* key
- press *Auto Dial* key

CALL FORWARD

While you are away from your desk, this feature allows you to redirect your calls either to another extension number or directly to your voice mailbox.

To establish *Call Forward*:
Without lifting the receiver:
- press the *Forward* key (indicator flashes)
- dial the number you want to *Forward* your calls to
- press *Forward* again to confirm the programming (indicator is solid)

To cancel *Call Forward*:
- press Forward key (indicator goes out)

Note: While Call Forward is in effect, you can call out from your telephone set but can not receive incoming calls.

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MERIDIAN 3903
TELEPHONE FEATURES

PERSONAL SPEED CALL

Enables you to store a list of frequently dialed telephone numbers. A one or two digit code representing the desired number is dialed.

To **Store** a number on the *Speed Call* list:
- without lifting the handset press the *Speed Call* key
- dial a one (*0-9*) or two (*00-19*) digit *Speed Call* code to represent the telephone number
- dial the telephone number to be stored (Include *"6"* to dial out with any area codes as required)
- press *Speed Call* key again to confirm the programming

To **Dial** a number stored on the *Speed Call* list:
- press a line key to select a line
   OR
- lift the handset
    OR
- press the *Handsfree* key
- press *Speed Call* key
- dial the one or two digit code representing the telephone number you wish to call

SYSTEM (COMPANY) SPEED CALL

Enables you to access a list of frequently dialed telephone numbers that are used by everyone in your company. Someone in your company will be designated as the controller of the company list. They will establish the list and be responsible for changes made to it.

To **dial** a number stored on the *System (Company) Speed Call* list:
- lift the handset
- press *"173"* or press *Speed Call* key
- dial the *Speed Call* code for the number you want to call

TRANSFER A CALL

To redirect a call to another person:
- press *Transfer* key (places the caller on hold and gives dial tone)
- the indicator will flash where the caller is holding
- dial the telephone number you wish to re-direct your caller to
- when the called number answers you can talk privately
     OR
- when you hear the ringing
- press *Transfer* key to complete the *Transfer*

CONFERENCE

You can establish a telephone call for up to six people including yourself.

While on a call:
- press the *Conference* key (places the first person on hold and gives dial tone)
- dial the number you wish to add to the call
- when the call is answered you may talk privately
- press *Conference* key again to include all participants in the call

Note: Repeat procedure to add additional participants.

*NOTE: ***FOR TRANSFER AND CONFERENCE****
If you make a dialling error or the person you are calling does not answer, to reconnect with the original person(s) press the flashing line key where the other participant(s) on the call are holding.

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MESSAGE WAITING INDICATOR

A steady red light located on the top portion of your set advises you that you have a new message in your voice mailbox.

MESSAGE KEY

Allows quick calling to the voice mail system.
- Lift the handset and press *Message* key

PRIVACY RELEASE

Allows one or more people who share your directory number to join your call.
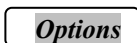
To *Use***:**
- press *Privacy Release* key while you are on a call
- one person can now join the call by pressing the shared directory number on their telephone set

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MERIDIAN 390.
TELEPHONE FEAT

PROGRAMMING YOUR PHONE

OPTIONS KEY

The Options key allows you to customize certain aspects of your phone. Display screen prompts will assist you in adjusting various settings such as volume control, display contrast and ring type.

Options

Options Key　　　*Navigation Keys*

- press the *Options* key
- Use *Navigation* keys to move up/down through the list*.*
- press *Select* key when your selection is displayed
- press *Done* key to save the changes
  OR
- press *Quit* key to exit

VOLUME ADJUSTMENT

Allows you to adjust the volume of the Ringer, Speaker, Handset, Handsfree and Headset. This setting will come into effect for all calls until procedure is repeated and changes occur.

Example: To adjust the *Ringer* volume:
- press *Options* key
- use *Up/Down Navigation* keys to scroll through the *Options* menu
- press *Select* key when *Volume Adjustment* appears
- use N*avigation* keys to scroll through sub menu items
- press *Select* key when *Ringer* appears
- the *Ringer* will begin to ring and a *Higher* and a *Lower* key will appear
- press *Higher* to raise the volume and *Lower* to decrease it
- press *Done* to save the changes and exit

CHOOSING THE RING TYPE

Ring Type allows a choice of Ring Types or Tones to alert you when you receive a call.

To chose your *Ring Type*:
- press *Options* key
- use the *Navigation* keys to scroll through the *Options* menu
- press *Select* key when *Ring Type* appears
- use *Navigation* keys to scroll through available *Ring Types*
- press *Play* key to hear a sample ring tone
- press *Select* key to activate chosen *Ring Type*
- press *Done* key to save changes and exit

CONTRAST ADJUSTMENT

The Contrast Adjustment allows you to choose how you will view items on your display screen.

After following the instructions for the *Options* key and selecting *Screen Contrast:*
- a *Lower* and *Higher* key will appear
- press appropriate key to increase/decrease *Contrast*
- press *Done* key to save the changes and exit.

DISPLAY SCREEN LANGUAGE

Telephone Screen Display is available in different languages.

After following the instructions for the Options key and selecting Language:
- use the *Down Navigation* key to select the desired language
- press the *Select* key
- press the *Done* key
  OR
- press *Quit* key to exit

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MERIDIAN 39
TELEPHONE FEAT

CALL TIMER

Call Timer measures how long you are on each call.

After following the instructions for the *Options* key and selecting *Call Timer*:
- press *On* key to turn on the *Call Timer*
  OR
- press the *Off* key to turn off the *Call Timer*
- press *Done* key to save the changes and exit

CHANGE THE LABEL ON A FEATURE KEY

The name can be changed on the Programmable Line/Feature Keys by selecting Change Key Label in your Options List.

After following the instructions for the *Options* key and selecting *Change Feature Key Label*:

- press the *Select* key and choose *Change Feature Key Label*
- you are prompted to select the key that requires a label change

Note: Press the Programmable Line/Feature Key that requires a label change.

Example: Change the label on an *Auto Dial* key to "*Page*":
To begin spelling the new label:
- press dial pad key with the desired letter (press the key until the correct letter appears).
  For the letter "P" press dial pad key once.
  For the letter "A" press dial pad key once.
  For the letter "G" press dial pad key once.
  For the letter "E" press dial pad key twice.
  Use *Case* key to move between capital and small letters.
- Use *Navigation* keys to move the cursor while entering the alpha letter or a number.
- continue until Feature Key Label is changed
- Press the *Done* key to save changes and exit

CALL LOG OPTIONS

Records up to ten incoming call entries. You may chose from the following: Record all incoming calls, Record only unanswered calls, or do not show any logged calls.

To Set Call Log Options:

After following the instructions for the Options key and selecting *Call Log Options:*
- You will see the following two selections;
  - Log all calls
  - Log unanswered calls
- Select one of the two
- Press the *Done* key to save changes and exit

To **Access / Use Call Log**:

- press *Call Log* key
- press *Old* key to go to top of old calls list
  OR
- press *New* key to go to top of new call list

Note: At this time you may want to Place a Call or Exit the Call Log.

To *Place A Call*:

- use *Navigation* keys to select number you want to call
- press *Dial* to call the number (exits *Call Log)*

To Exit the *Call Log List*:
- Press *Quit* key to exit

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