

Reference Guide
For
M3904 Meridian Phone



and
Call Pilot Voice Mail

January 2008

Index

M3904 Reference Guide:

Campus dialing instructions	1
Place a call	2
Redial.....	2
Hold key.....	2
Transfer Key	2
3-Way Conference Call.....	2
Forward Calls.....	2
Auto Dial Key	3
Speed Call	3
Shift key.....	3
Options Key	3
Change Feature Key Label.....	3-4
Directory/Log Key	4
Access Personal Directory (PD)	4
Add Personal Directory Entry.....	4
Edit/Delete Personal Directory Entry.....	4
Access Caller or Redial List.....	5
Copy number from Callers/Redial List to Personal Directory	5
Conference Calls.....	5

Who to Call -- (M-F, 8 – 4:30 pm):

Telecom Trouble/Repair/Help line for Staff: 581-1610
Telecom Trouble/Repair/Help line for Students: 581-1609
Voicemail password issues: 581-1605
Telecom work requests (new installs, etc.) & long distance authcodes: 581-1605
Telecom Billing issues: 581-1609
Conference Call Scheduling: Dial 0 for the operator
Automated campus directory (available 24 hrs/day) - from on campus, dial 66

Campus Dialing Instructions:

On-Campus: 1-XXXX

Off-campus local: 8+ XXX-XXXX

Long Dist. In-State: 8+XXX-XXXX+ authcode

Long Dist. Out-State: 8+1+ (XXX) XXX-XXXX+
authcode

International: 8011 + country code + city code +
phone number + # + authcode

Toll free: 8+1+ (8XX) + XXX-XXXX

AT&T Calling card: 8 + 1 + (800) 225-5288, then
follow recorded instructions

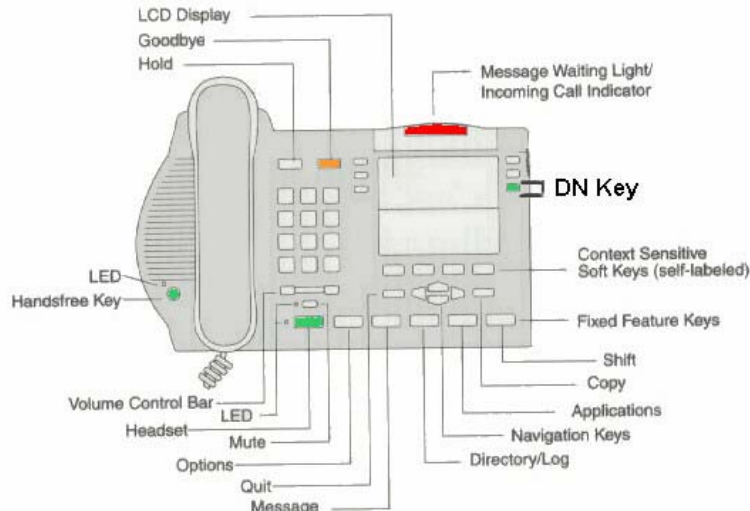
Verizon Calling card: 8+1+ (800) 546-9639, then
follow recorded instructions

Voicemail access numbers:
1-3001 (Orono Staff)
1-3000 (Bangor campus staff & Orono
students living in the residence halls)

Express Messaging numbers:
1-3031 (Orono Staff)
1-3030 (Bangor campus staff & Orono
students living in the residence halls)

To reach the:
Automated phone directory, dial: 66
Campus operator, dial 0
AT & T operator, dial 8+1+800-225-5288
Verizon operator, dial 8+1+800-546-9639

M3904 telephone



Place a call:

- Lift the handset, (the off-hook icon will appear next to the green DN key) OR
- With the handset down, press the **green DN** key to make a **Handsfree** speaker phone call. You can also press the round, green handsfree speaker button on your phone as well.

Redial last number called:

Lift the handset and press # #.

Place a call on hold:

Press the **Hold** Key.

Retrieve a call on hold:

Press the **Line** (DN) key beside the flashing LCD indicator.

Transfer a call:

- Press the **Transfer** key (the other party is on hold and you receive dial tone).
- Dial the number you want to transfer the call to.
- Press the **Swap** key to switch between talking with the original caller and the new caller. Press the **Connect** Key to complete the transfer. Then you can hang up. *Note: until you hang up you will be in a 3-way conversation with the two parties.*

If the person you attempt to transfer the call to is unavailable:

- Press the Orange **Goodbye** key, then press your **Line** (DN) key with the flashing icon to return to your original call.

Make a 3-Way Conference Call:

- Dial the first party. After they answer press the **transfer** key (they will be placed on hold and you will receive a dial tone).
- Dial the second party. When they answer press the **transfer** key again and all three of you will be connected.

If at some point you want to drop out of the conversation, you may hang up and the other two parties will remain connected.

Forward Calls: The **Forward** key is located under the bottom left hand corner of the Display LCD Screen.

- Press the **Forward** Key. The display will read "enter forward number".
- Enter the number you want to forward your calls to.
- Press **Done** (this key is located under the lower right side of the Display LCD. The display will read "calls forwarded").

Cancel Forwarding:

- Press **CheckFW**, then press **CancIFW**. Display will read "call forward cancelled".
- To **forward calls** directly to your **voicemail**, enter **13001** as the forwarding number **not** your phone number. Entering your phone number will just make the phone ring busy when someone calls you.

Auto Dial Key: An auto dial key allows you to store a frequently dial number.

To Store a Number on an Auto Dial Key:

- Without lifting the handset, press the Auto Dial key.
- Enter the phone number you want to store. Remember to include the 8 or 8 1 if it is an off campus or long distance number. (You cannot store your long distance authorization number along with the phone number).

To Dial the Number you Stored:

- Lift the handset and press the Auto Dial Key.

Speed Call: The speed call feature allows you to store and dial frequently called numbers by entering a one or two digit code.

To Store a Speed Call Number:

- Press the **Speed Call Controller key (SpcCtrl)**. This key appears at the bottom of the display second key from the left.
- Dial a one or two digit code. (A dash is automatically inserted after the required number of digits have been entered).
- Dial the telephone number you want to store, then press **Done**. Don't forget you still have to follow the correct dialing pattern (i.e. dial 8 then the 7 digit number for an in-state call....dial 81 then 10 digits for an out of state call).

To Dial a Speed Call Number you have stored:

- **Lift the handset** to get dial tone.
- Press the **SpcCtrl** key.
- **Enter the speed call code** assigned to the number you want to call.

Shift Key

The top portion of your display has six programmable keys -the green one is always your primary directory number (DN). When you press the shift key, it takes you to a new screen where another set of six keys will be displayed (for a total of 12 programmable keys). You can use these keys to either list other peoples directory numbers or they can be programmed with Auto Dial keys.

Options Key (similar to the Program key on M2616 phones)

This key allows you to customize certain characteristics on your phone (i.e. language, volume adjustment, ring type, date/time format, etc.). Screen prompts take you step-by-step through procedures and keep you informed on the status of the various settings.

To change any option setting:

- Press the key labeled **Options**.
- Use the **Navigation** keys to move up or down through the options list.
- Press the **Select** key when the desired option is highlighted.
- Change the option's setting.
- Press the **Done** key to save your changes.
- Press the **Quit** key or **Options** key to exit.



Note: If you press the Quit or Options key **before** you press the **Done** key, your settings will **not** be saved.

Below is a brief description of each of the option settings available.

Language allows you to set your display in multiple languages.

***Change a Feature Key Label** allows you to change a label on a programmable Feature key. For example, if you have several auto dial keys that you have programmed. You can then label each key with the phone number/name instead of the key just being labeled "Autodial". ***See page 3** for specific instructions on how to Change a Feature Key Label.

Screen Contrast allows you to adjust the contrast on your display screen lower or higher.

Adjust volume allows you to increase or decrease the volume settings on your phone.

Choose Ring Type allows you to choose from 8 different ringing sounds.

Select Call Log Options provides a choice of logging all incoming calls, logging only unanswered calls, or not logging any calls.

Live Dial Pad allows you to press any dial pad key to automatically access a dial tone.

Preferred Name Match displays the names of incoming and outgoing callers as stored in your Personal Directory, if the telephone number matches the one stored in your directory.

Area Code Set Up (not applicable for our location).

Call Timer Enable measures how long you are on each call.

Date/Time Format allows you to change how the date and time are displayed on your phone.

Enable Key Click causes the handset or speaker to make a clicking sound when you press the dial pad keys.

Headset Port on Call (not applicable for our location).

Headset Port External Alerter (not applicable for our location).

Call Indicator Light causes the message waiting lamp to flash when you receive an incoming call.

On Hook Default Path automatically gives you a dial tone on either the headset or handsfree when you press a line DN key.

Display Diagnostics tests the functionality of your phone's display screen and indicator lights.

Group Listening Control allows you to talk on the handset to one party while other people listen to the conversation through your telephone's speaker.

Change a Feature Key Label:

- Press the **Options** Key.
- Use the down **Navigation Key** to highlight "Change Feature Key Label".



- Press the **Select** Key.
- Press the Programmable Line (DN)/Feature key whose label you want to change (i.e. AutoDial).
- Using the Dial Pad enter the name/number using the alphabet or numbers from the dial pad keys. Press the dial pad key with the desired letter/number repeatedly until that letter/number appears on the display.
- Press the right **Navigation key** to go to the next letter or the left key to go back.

Note: The cursor automatically advances to the next position after a short pause.

You can also delete a letter/number by pressing the delete key. Pressing the Case button will change the letter from lower to upper case as well.

- Press the **Done** key to save changes
- Press **Quit** or **Options** key to exit.

Directory/Log Key

When you press the Directory/Log key you have three selections (Personal Directory, Call Log Caller's List, Call Log Redial List).

The **Personal Directory** (PD) provides a directory of names and telephone numbers. You can add, delete and edit entries. The Personal Directory holds up to 100 entries (an entry is one name and one phone number). You can add a directory entry by copying the entry from your callers list or redial list. You can also add entries manually using the "Add New" key.

Access the Personal Directory:

- Press the **Directory/Log** Key.
- Make sure the Personal Directory line is highlighted, then press **Select**.
- To move up or down through your list of numbers use the **Navigation keys**.
- To dial a number from the list just highlight the number and press **Dial**.



Add a Personal Directory Entry:

- Press the **Add New** key.
- Dial the new name using the alphabet on the dial pad keys. Press the dial pad key with the desired letter repeatedly until that letter appears on the display.
- Press the right **Navigation key** to go to the next letter or the left key to go back.



Note: The cursor automatically advances to the next position after a short pause. You can also delete a letter/number by pressing the delete key. Pressing the case button will change the letter from lower to upper case as well.

- Press the **Next Key** and enter the phone number using the dial pad keys. If you are entering a long distance call you can also enter your long distance authorization code. Just enter one pause, then your code. (Remember you still need to enter either the 8 or 8 1 for all off campus calls).
- When you have finished entering all of the digits, press the **Done** key to save the entry.

To Edit/Delete a Personal Directory Entry:

- Use the **Navigation keys** to highlight the entry you want to edit or delete.
- Press the Edit or Delete key. (Follow the directions above for editing an entry).



The **Call Log Callers List** stores incoming calls and the **Redial List** stores outgoing calls in order of date and time received/made. The oldest call is stored at the top of the list. The newest call is stored at the bottom of the list.

The Call list holds up to 100 entries for incoming calls and 20 entries for outgoing calls in the Redial list. You can copy a number from the Callers List or Redial List and store it in the Personal Directory.

To access your Callers or Redial List:

- Press the **Directory/Log Key**.
- Use the **Navigation keys** to highlight either "Call Log (Callers List)" or "Call Log (Redial List)".
- Press the **Select Key** and use the Navigation keys to scroll through your calls. Press the **Dial** key to call the number selected.
- To exit the callers/redial list without making a call, press **Quit**.



Copy a number from your Callers/Redial List to your Personal Directory (PD):

- Press the **Directory/Log Key**.
- Use the **Navigation keys** to highlight either "Call Log (Callers List)" or "Call Log (Redial List)".
- Press the **Select Key** and use the Navigation keys to scroll through your calls.
- Highlight the number you want to copy to your PD.
- Press the **Copy** key (to the right of the Navigation Keys).
- Press **Dir/Log** key (bottom left of the display LCD).
- You can edit the name if you wish, then press **Next**.
- Now you can edit the number (you might want to enter a pause then your long distance authorization code if it's a long distance call).
- Then press **Done**.



Conference calls

Our conference bridge can be used for setting up conference calls. This service is called the "Meet Me Conference". This conference bridge allows up to 30 parties to dial a special campus phone number at a pre-arranged time and automatically be connected together. Each participant dialing in pays their own toll charges if the 581 exchange is a long distance call for them.

To arrange a meet me conference:

1. Call the campus operation (dial 0) to schedule a day, time, duration and number of participants for your Conference call. If the bridge is available, the operator will provide you with the appropriate number to dial.
2. Let your participants know the date, time and number to call.
3. At the arranged time, each participant dials the number and the calls will automatically be connected. The first person to dial the conference number will just hear a constant ring tone until a second and subsequent callers dial into the bridge.
4. When the conference call is finished, everyone just hangs up.