

Feature Operation

Auto Dial		
store	Auto Dial	A Auto Dial
use		Auto Dial
display	Display	Auto Dial
Hold		
place a call on hold	Hold	
return to a held call		
Transfer		
	Transfer	B Transfer
Handsfree (if configured)		
activate		
switch to handset		
handset to handsfree	C +	
Group Listening (if configured)		
activate		
switch to handset		
switch to handsfree	C +	
Mute (On/Off)		
Conference		
	Conference	D Conference
Last Number Redial		
		Prime DN
Ring Again		
activate	Ring Again	
recall		Ring Again
cancel	Ring Again	
Stored Number		
store (idle)	Stored No.	E Stored No.
store (active)	Stored No.	
display	Display	Stored No.
use		Stored No.
Group Call		
		Group Call
Call Forward		
activate	Forward	F Forward
cancel	Forward	
reinstate	Forward	Forward
display	Display	Forward
Call Pickup		
		Call Pickup
Call Waiting		
answer	Hold	Call Wait
return to first call	Rls	Call Wait
Message		
		Message
Intercom		
		Intercom

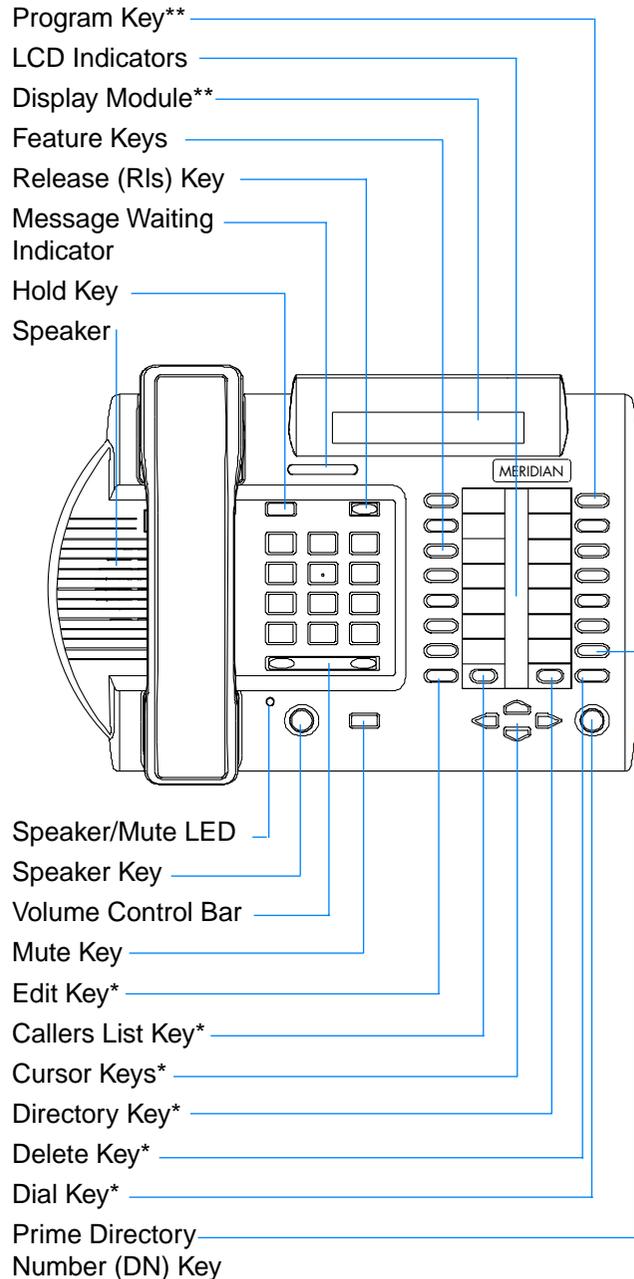
Explanations

Legends	
	Lift the handset, or press DN Key, or press Dial Key, or press Handsfree Key
	Replace handset, or press Rls to end the call
	Dial number (see "Remarks", below)
	Press the feature key located beside the flashing indicator
Auto Dial	Press the key corresponding to the listed feature
5	Dial 5
Program	Press the Program Key
	Press the Volume Control Bar
	Press the Speaker Key
	Press the Mute Key
	Press the Directory Key
	Press the appropriate Cursor Key
	Press the Delete Key
	Press the Callers List Key
	Press the Edit Key
	Press the Dial Key
Remarks	
A	Dial the number you wish to store on the Auto Dial Key.
B	Dial the number to which you wish to Transfer the call.
C	Hold down while replacing the handset.
D	Dial the number of the party that you wish to add to your current call.
E	Dial the number you wish to associate with the Stored Number Key.
F	Dial the number to which you wish to Forward your calls.
G	Dial the two digit number associated with the language you want displayed on your telephone.
H	Enter the number you wish to store (maximum of 19 digits).
I	Enter the name you wish to associate with the number using the dial pad (maximum of 19 characters). Press to place dial pad in special characters mode. Press to insert spaces or move to the next character location (if required).

Using your Directory and Callers List

Directory (M3820 only)	
Entering Names and Numbers	
	Program H
	Program I Program
Deleting Names and Numbers	
	or J
Making a Call from the Directory	
	or J
Editing Names and Numbers	
	or J K Program
Callers List (M3820 only)	
Viewing Callers	
Making a Call from the Callers List	
	L
Saving an Entry to the Directory	
	L Program
Deleting an Entry	
Deleting the Callers List	
	M
Redial List (M3820 only)	
Making a Call from the Redial List	
Saving an Entry to the Directory	
	L Program
Remarks (continued)	
J	Find the name you wish to dial using the letters on the dial pad (e.g. for Alan, dial 2 5 2 6).
K	Edit the number using the dial pad and Cursor Keys.
L	The number can be edited, if required.
M	Press only once.

Introducing your Meridian Telephone



** M3310 and M3820 only
 * M3820 only

Programming your Meridian Telephone

Options			
Group Listening (Enable/Disable)	Program	* 1	Program
Callers List (Enable/Disable Flashing LCD)	Program	* 2	Program
Callers Saved (All Calls/Unanswered Calls)	Program	* 3	Program
Call Timer (On/Off)	Program	0 3	Program
Key Click (On/Off)	Program	0 9	Program
Display Parameters			
Contrast Adjustment	Program	0 2	Program
Idle Screen Format	Program	0 4	Program
Language Selection	Program	0 5	Program
Volume Adjustments			
Ringer	Program	0 0 1	Program
Buzzer	Program	0 0 2	Program
Speaker	Program	0 0 3	Program
Handset	Program	0 0 4	Program
Handsfree	Program	0 0 5	Program
Directory			
To Delete Directory	Program	* 4	Program

For additional information on the operation of your telephone, please consult the *Meridian Digital Telephone User Guide*.



Your Meridian Digital Telephone quick reference card

