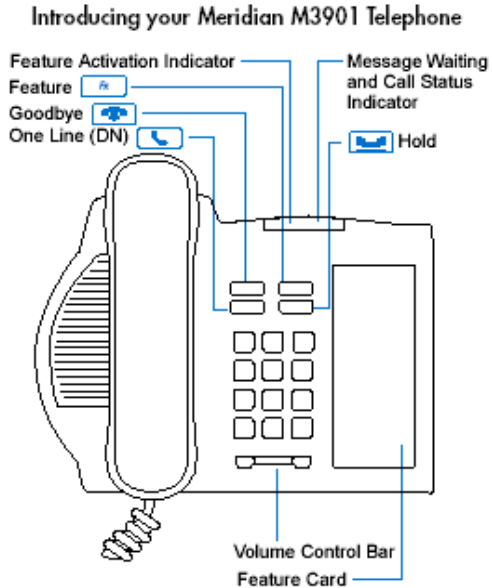


NORTEL PHONE 3901

(PHONE WITHOUT LCD DISPLAY)



MAKING A CALL:

1. Lift the **Handset**
2. **Internal call** - Dial the 4 digit extension number.
3. **Local call** - Press 0, and request operator for the external number
4. Replace the Handset after call.

ANSWERING A CALL:

1. Lift the handset to answer call

CLEARING A CALL:

1. Replace the handset

HOLD:

To place a call on hold

1. Press **Hold** .

To Return to Held Call

1. Press the green button

INITIATING A CONFERENCE CALL:

A total of six parties (including yourself) can participate in a conference call.

1. While on a call, press **Fx button + 3**
2. Enter phone number
3. Announce the party, and press Fx button + 3 again You are in conference with three persons.
4. Go to step 1, 2 and 3 to add another party in the conference call.

FORWARDING YOUR CALLS TO ANOTHER EXTENSION:

1. Lift Handset, Press **Hold button +Fx button +2**
2. Enter the number where your calls will be forwarded to
3. Press **Fx button +2**

TO CANCEL CALL FORWARDING:

1. Lift handset, Press Fx button + 2

TRANSFERRING A CALL:

1. During the call, press **Fx button + 1**
2. Dial the extension
3. When answered, announce the caller and
4. Press Fx button +1 again

LAST NUMBER REDIAL:

1. Lift Handset, press on green button

CALL PICK UP:

To pick up another ringing phone:

1. Lift handset
2. Press #50 + the ringing phone extension number.

PHONE LOCK:

1. To lock phone, dial #30 followed by your security password provided. Only internal calls are allowed after locking the phone.
2. To unlock phone, dial #31 followed by your security password.

FAULT REPORTING:

Dial 0 to report fault to operator
or send email to pabxsupport@uom.ac.mu

ADDITIONAL INFO:

1. Refer to the documentation CD provided with the M 3901 Telephone set for additional info about the telephone functionalities.
2. Revised version of this document may be released.

Updated on 05Feb2010 by RH