Nortel 3903
Quick Reference User Guide

TO PLACE AN INTERNAL CALL TO ANOTHER 4 DIGIT EXT
- Lift handset
- Dial 4 digit extension number of the party you wish to reach

TO INTERCOM ANOTHER PERSON ON THE SAME FLOOR
- Press SHIFT key
- Press button labeled INTERCOM
- Enter last 2 digits of the extension to intercom
- After 2 seconds of ringing, speak handsfree

TO PLACE A CALL TO A NUMBER OUTSIDE THE CLINIC
- Lift handset
- Dial 9 (8 if you are at Freeway Medical)
- Enter the 7 digit number you wish to reach or 1 plus long distance number

TO ANSWER A CALL
- Lift handset
- You are connected to your caller

TO TRANSFER A CALL
- While on call press the TRANS key at the bottom of the display
- Enter the extension of the number you are transferring the call to
- After one ring or after you announce the call, press CONNECT
- To go back to initial Caller without Transferring, press GOODBYE & then the line the caller initially rang in on.

TO PARK A CALL
- While on call, press PARK key at bottom of the display
- Enter in one of your 4 digit park extensions
- Press OK

TO RETREIVE A PARKED CALL
- Dial the extension the call is parked at
- You are connected to caller

TO OVERHEAD PAGE
- Lift handset
- Press SPCUSR key at bottom of display
- Enter 10 on keypad
- make announcement
- Press GOODBYE key or hang up phone

CALL PICK UP
- Lift handset
• Press the PICKUP key
• You are connected to the ringing call

**FORWARD**
• With handset in the cradle
• Press the FORWARD
• Dial in the number you want your calls forwarded to
• Press DONE

**3-WAY CONFERENCE**
• While on a call, press the CONFERENCE key
• Dial the number of the person you want to add (make sure to get outside line first)
• Press SWAP to go back between callers or Press CONNECT

**PROGRAM AUTODIAL BUTTON**
• With handset in cradle, Press the Auto Dial key
• Dial the number to be stored (include a 9 or 8 if this is an outside number)
• Press the Auto Dial key again.

**VIEW CALL LOG** (stores the last 10 numbers of incoming calls. You can make calls from this list. This feature can be set to capture all calls, unanswered calls, or capture no information)
• With Handset in cradle, Press the CALLERS key
• Press the Navigation keys to view the list of calls
• Press the QUIT key to exit without placing a call

**VIEW REDIAL LIST** (stores a list of the last 5 outbound calls in order of date and time made)
• With handset in cradle, Press the REDIAL key
• Press the Navigation keys to view the list of calls
• Select DIAL to place a call
• Press the QUIT key to exit without placing a call

**TO USE DICTATION SYSTEM**
• Lift handset
• Press SPUSER
• Enter 33 or 55(new system)

**CHANGE RING TONE**
• Press the OPTION button
• Use the Navigation keys to scroll down to RING TYPE
• Press Select
• Press Play to listen to the Ring Type displayed on the screen
• Press Select after listening to the Ring Type you want to assign
• Press the QUIT key