

Meridian Digital Telephones

M3902

M3903

M3904

Quick Reference Guide



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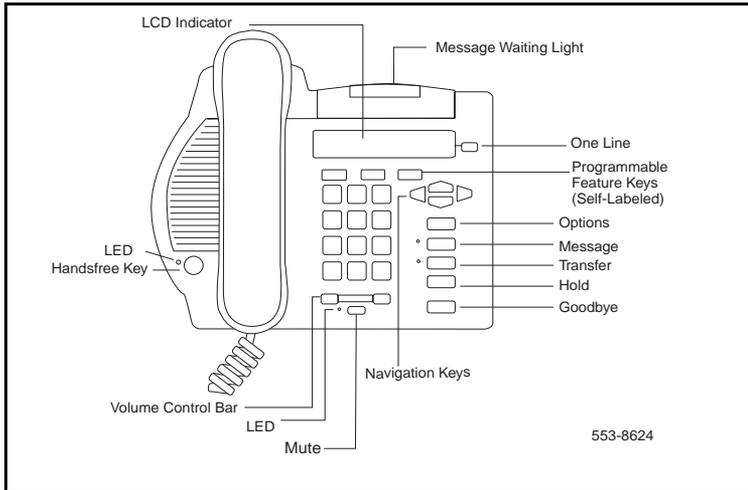
Secure your telephone 41

The M3902, M3903, and M3904 Meridian Digital Telephones

There are five models in the M3900 Series Meridian Digital Telephone Portfolio. This document describes the M3902, M3903, and M3904 features and how to use them. For user information on the M3901, refer to the M3900 Series Meridian Digital Telephone User Guide. For information on the M3905, refer to the M3905 Call Center Meridian Digital Telephone User Guide.

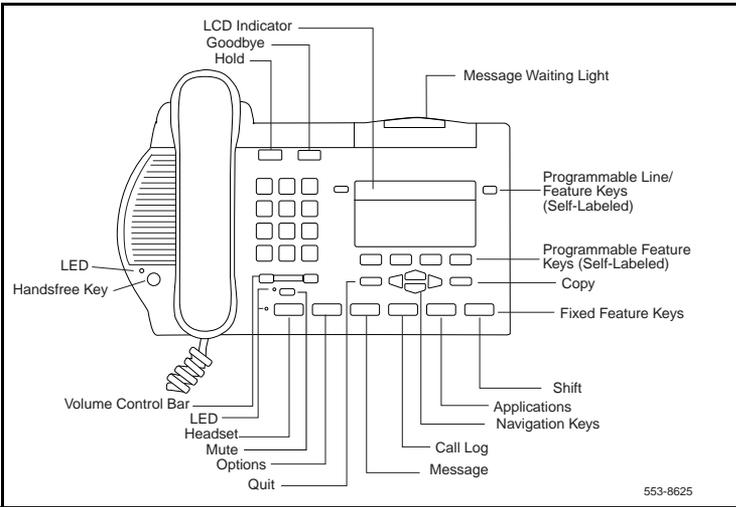
The M3902 has one Line Key, and three Programmable Feature Keys (Self-labeled).

M3902



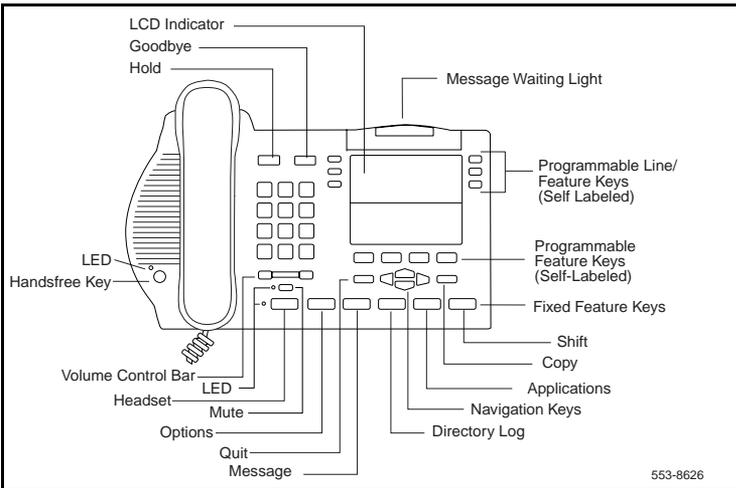
The M3903 has two Programmable Line/Feature Keys (Self-labeled) with two features or lines configured on each key. The M3903 also has four Programmable Feature Keys (Self-labeled) with three features on each key.

M3903



The M3904, has six Programmable Line/Feature Keys (Self-labeled), with two features or lines configured on each key. The M3904 also has four Programmable Feature Keys (Self-labeled) with three features on each key.

M3904



Your Telephone Call Features

Your M3900 Series Digital Telephone provides easy access to a wide range of business features. Your system administrator assigns features to your telephone, and provides you with passwords and other codes as required.

This section describes the features available for your telephone and how to use them.

Auto Dial

An Auto Dial number is one that the telephone user can store on a defined key. The Auto Dial feature allows the user to press one feature key (auto dial key) to dial a specific telephone number automatically.

To use Auto Dial:



AutoDial



1. Lift the **handset**.
2. Press the associated **Auto Dial** Key. This automatically dials the number.

To display the Auto Dial number (M3903 and M3904):

Display



AutoDial



1. Press the **Display** Key.
2. Press the configured **Auto Dial** Key. The number appears on the display.

Note: This feature is available on the M3903 and M3904.

To store an Auto Dial number

AutoDial



1. Without lifting the handset, press the **Auto Dial** Key.



AutoDial



2. **Dial** the number to be stored on the Auto Dial Key.
3. Press the **Auto Dial** Key again. The number is stored on the key you selected.

Note: To change the key label from the Auto Dial Number you must go into the Options menu and select "Change key label".

Make a Call

To make a call from your telephone use the features described below:



2498

or



or



or

Headset



1. Lift the **handset**.
2. **Dial** the number.
3. Press the **Line** (DN) Key.

or

Lift the **handset**.

or

Press the **Handsfree** Key.

or

Press the **Headset** Key if you have a headset connected to your telephone (available on M3903 and M3904).

Note: Whenever you read lift the handset, in this guide, you may alternatively press a free Line (DN) Key, the Handsfree Key or Headset Key (if a headset is connected). You receive dial tone from each action.

Make a call while on-hook

Leave the handset in the cradle while you dial a number.

Dial on-hook:

2498



1. Press a **Line** (DN) Key.
2. **Dial** the number when you receive dial tone.
3. Lift the **handset** to speak when the called party answers or if you are on handsfree, begin to speak.

If the called number is busy:

Goodbye



or

RingAgain



Press the **Goodbye** Key to release the line.

or

Press the **Ring Again** Key.

Redial last number called

Last Number Redial allows you to automatically redial the last number you dialed.

Last Number Redial:



2498



or

2498
2498



Lift the **handset** and press the **Line** Key.

or

Press the **Line** (DN) Key twice.
The last number you dialed is automatically redialed.

Note: On Meridian SL-100, you press the Octothorpe Key twice.

Note: The system administrator must configure this feature for your telephone.

Ring Again

Use the Ring Again feature when you dial a number and receive a busy tone or no answer. The Ring Again feature lets you know when the person you dialed is available, or has used their telephone. The feature notifies you when to redial your party. The Ring Again feature automatically redials the number.

To use Ring Again:



RingAgain



or



RingAgain



To cancel Ring Again before notification:

RingAgain



1. You **dial** a number and receive a busy tone or no answer.
2. Press the **Ring Again** Key.
3. Press the **Goodbye** Key.

or

Replace the **handset**.

When the number you want to reach is available, or the person has re-used their set, you hear the Ring Again tone.

4. Lift the **handset**.
5. Press the **Ring Again** Key.
6. **Dial** the number.

Press the **Ring Again** Key a second time.

Use Hot Line

The system administrator can program a Hot Line Key that allows you to dial a specific number automatically. The system administrator can apply other features to the Hot Line such as Call Redirection, so that the Hot Line call is answered by a person not a mail box.

To use Hot Line:

Hot Line



Press the **Hot Line** Key. The Hot Line Key automatically dials the number.

Note 1: If your main Line (DN) is a Hot Line, lift the handset. The Hot Line dials the number automatically.

Note 2: On Meridian SL-100 the Automatic Line (AUL) feature is the same as the Hot Line feature.

Use Speed Call

Speed Call allows you to automatically dial frequently called telephone numbers by entering a one, two, or three digit code. See your system administrator to determine the capacity of your Speed Call list.

A telephone designated as a Speed Call Controller can program or edit the Speed Call list.

To store a Speed Call number:

SPcCtLr



SPcCtLr



1. Press the **Speed call** Key. The triangular icon flashes, indicating programming mode.
2. The phone prompts you to **dial** a one digit code and telephone number.

Note: Dial the access code (if required), internal, external, or long-distance telephone number.

3. After you **dial** both the speed call digit and the telephone number, press the speed call key again to save the code and number.

To change a Speed Call number:

SPcCt1r



SPcCt1r



4. The flashing icon turns off.

1. Press the **Speed call** Key.

2. **Dial** the Speed Call code that you want to change.

3. **Dial** the new access code (if required), internal, external, or long distance telephone number.

4. After you **dial** both the speed call digit and the telephone number, press the Speed call Key again to save the code and number.

To delete a Speed Call number:

SPcCt1r



Delete



1. Press the **Speed call** Key.

2. **Dial** the Speed Call code that you want to delete.

3. Press the **Delete** Key.

To make a Speed Call:



SPcCt1r



1. Lift the **handset** or press a **Line** (DN) Key.

2. Press the **Speed call** Key.

3. **Dial** the Speed Call code.

Receive a call

When you receive an incoming call, your telephone rings and the LCD indicator  flashes.

To answer a call:



or



or

2498



Lift the **handset**.

or

Press the **Handsfree** Button located on the left side of the handset (M3902, M3903, and M3904).

or

Press the flashing **Line** (DN) Key, when using a headset.

Place a call on Hold

Use the Hold feature when you are on the line with one party and a second call comes in on a second line. You can answer the second call and retain the original call by putting it on Hold.

To place a call on Hold:



Press the **Hold** Key. The LCD indicator flashes beside the Line (DN) on hold.

Note 1: If Automatic Hold is enabled the active call is automatically put on Hold when you answer the second call. On the Meridian SL-100 automatic hold is the default.

Note 2: The caller hears music if music is configured on your system.

To retrieve a call on hold:

2498



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

Transfer a call

Use the Transfer feature to direct a call to a third party.

Trans



or



Trans



M3903/M3904)

or



2498



1. Press the **Transfer** Key (M3903 and M3904). The other party is on hold and you receive dial tone. The LCD indicator lights steadily.

or

Press the **Transfer** Key if using the M3902.

2. **Dial** the number where you want to transfer the call.
3. Press the **Transfer** Key (M3903 and M3904) again, when you hear the ring, or after you talk to the person at the transfer number.

or

Press the **Transfer** Key if you are using the M3902.

The LCD indicator goes from steady on to off.

4. If the person you called is not available: Press the **Line** (DN) Key next to the LCD indicator, to reconnect to the original call.

The **LCD indicator** goes from a flash to a steady on indicator.

Note: On the Meridian SL-100, you press the Transfer Key, dial the number and hang up. If you press the transfer Key the second time you get a three way conference.

Handle multiple calls

Use Call Waiting

Call Waiting lets you put your current call on hold, while you answer the next call. Example: The attendant routes an outside call to you while you are on an existing call. Call Waiting allows you to respond to an incoming call.

To answer an incoming call while on another call:



CalWait



1. Press the **Hold** Key when you hear the tone. The call waiting status icon appears in the display.
2. Press the **Call Wait** Key to answer the call.

To return to your first telephone call:



or



2498



1. Press the **Hold** Key if you want to put the second call on hold.

or

Press the **Goodbye** Key to end the second call.

2. Press the **Line** (DN) Key associated with the first call.

If you don't have a Call Waiting Key:



2498



1. If you don't have a Call Waiting Key and you hear the Call Waiting tone, press the **Goodbye** Key to end your current call.
2. Press the **Line** (DN) Key beside the flashing status icon to answer the incoming call.

Forward a call

Call Forward allows you to direct your calls to ring at another Line (DN). If the telephone begins to ring, you cannot forward an incoming call in progress.

Note: If your telephone is an **M3902**, you have a Fixed Forward Key, located on the right side of your telephone with an LCD indicator. The procedure is the same for the M3902 except you use the Fixed Forward Key.

To forward all your calls:

Forward



Forward



1. Press the **Forward** Key.
2. **Dial** the number that you want to forward your calls.
3. Press the **Forward** Key again.

To change a previous call forward number:

Forward



1. Press the **Forward** Key.
2. **Dial** the new forward number.
3. Press the **Forward** Key.

To cancel Call Forward:

Forward



Press the **Forward** Key.

To reinstate Call Forward to the same number:

Forward



Forward



Press the **Forward** Key Twice.

Additional call features

Use Call Pickup

Call Pickup allows you to pick up a call from any telephone in the same Pickup Group or another Pickup Group.

To answer a call in your own Call Pickup Group:



GRP PICKUP



1. Lift the **handset**.
2. Press the **Group Pickup** Key.

To answer an incoming call in another Call Pickup group:



GRP PICKUP



1. Lift the **handset**.
 2. Press the **Group Pickup** Key.
 3. **Dial** the pickup group number of the telephone that is ringing.
- Note 1:** The system administrator assigns the group pickup code.

Note 2: Not applicable on the Meridian SL-100 system.

To answer a call at a specific extension number within your pickup group:



PICKUP



1. Lift the **handset**.
2. Press the **Pickup** Key.



3. **Dial** the DN of the telephone you hear ringing (in your call pickup group).

Note 1: Meridian SL-100 uses directed Call Pickup and it is a feature activation code (FAC) access.

Note 2: If the pickup DN is invalid, you receive an overflow burst tone and the screen displays Release and try again. Press the Goodbye Key.

Set up a Conference call

You can set up a conference call for three (or six) people, this includes yourself. Contact your telephone system administrator to find out the maximum number of people your system allows on a conference call.

To set up a conference call:

Conf



1. While on a call, press the **Conference** Key. The other party is on hold and you receive dial tone.
2. **Dial** the number of the person you want to add to the conference.
3. Press the **Conference** Key.

If the person you added to the conference is unavailable:

Goodbye



2498



1. Press the **Goodbye** Key.
2. Press the **Line** (DN) Key with the flashing icon to return to your original call.

Join a Call

To connect a call on Hold (on a different line) to your current call:

Conf



CallWait



Conf



1. Press the **Conference** Key.
2. Press the **Key** that has the new call, (e.g., Call Wait).
3. Press the **Conference** Key again.

The person on hold joins your conversation.

Activate Group listening

The Group listening feature allows you to listen to a call through the speaker while speaking through the handset, thus allowing additional parties to listen to both sides of the conversation.

To activate Group listening:

Options



Group listening

Select



On



1. While on a call, press the **Options** Key.
2. Use the **Navigation** Keys to scroll through the menu and select Group listening.
3. Press the **Select** Key.
4. Press the **On** Key to turn on Group listening.

To turn Group listening off:



Select



Off



Done



1. Press the **Options** Key.
2. Select **Group listening**.
3. Press the **Select** Key.
4. Press the **Off** Key to turn off Group listening.
5. Press the **Done** Key to save changes and exit.

Note: The Group listening feature must be configured for your telephone by the system administrator. Then, you must turn the feature On or Off through the options list to use the feature.

Note: This feature does not have a tone to inform the party on the other end of the call that the conversation is being monitored. You must let the other party know when others are listening to the conversation.

Options

Options lets you customize certain characteristics of your phone. Screen prompts take you step by step through procedures and keep you informed on the status of various features such as:

Language, Change Feature Key label, Screen contrast, Volume adjustment, Ring type, Call log option, Live dial pad, Area code setup, Call timer, Date/time format, Key click, Headset port call, Headset port external alerter and Recorder interface, Call indication light, On-hook default path, Display diagnostics, Group listening and MCA control.

Because the display area is smaller on the M3902 and M3903 the first two steps are different from the M3904.

Options

Select



Done

*Quit***To make adjustment to your M3904:***Options*

1. Press the **Options** Key to make adjustment to your M3902 and M3903 telephone.
 2. Use the **Navigation** Keys to move up and down through the list.
 3. Press the **Select** Key when your selection is displayed. The display provides you with information to adjust your selection.
 4. Press the **Done** Key to save the changes.
 5. Press the **Quit** Key to exit without saving changes.
1. Press the **Options** Key and scroll through the list of features that are adjustable for your telephone model.
 2. Use the **Navigation** Keys to move up and down through the list. Highlight the feature you would like to adjust.

Select



Done



Quit



Note: Once you are familiar with your telephone options list, you can use the dial pad keys to enter two digit short cuts that take you directly to the option of your choice.

3. Press the **Select** Key. The display provides you with information to adjust your selection.
4. Press the **Done** Key to save the changes.
5. Press the **Quit** Key to exit without saving changes.

Select a language

The telephone display is available in multiple languages. After you select Language selection:



French

Select



Done



1. Use the down **Navigation** Key to select the desired language (e.g., French).
2. Press the **Select** Key.
3. Press the **Done** Key to save the changes and exit.

Change a feature key label

You can change the name on the Programmable Line/Feature Keys (Self-labeled) by selecting Change key label in your Options list. These keys are located at the sides of the top portion of the display area. Use the Select Key to choose the Change key label option.

To change a feature key label:

Change feature key label

AutoDial



Done



Select your option from the three items on the subset list.

1. The prompt asks you to select the key you want to change.
2. Press the Programmable **Line/Feature** Key (Self-labeled) that you want to change the key label.
3. To change a letter press the **Dial Pad** Key with that alpha letter. Press the key until the correct alpha letter or number appears. Use the Case Key to change the case of the letter.

Note: Continue until you have changed the entire feature label.

4. Use the **Navigation** Keys to move the cursor as you enter the alpha letter or number you need.

Note: To select **L** you press the dial pad number **5** three times (555). **L** is the third letter associated with key **5**.

5. Press the **Done** Key to save changes and exit.

To restore all key labels:

Restore all key labels

Done



1. Select **Restore all key labels**.
2. Press the **Done** Key to save changes and exit.

Note: If you select Yes all original labels are restored. If you select No you go back to the subset list.

To restore one key label:

Restore one key label

Select



Purchasing



Done



1. Press the **Select** Key to restore one key label.
2. Press the Programmable **Line/Feature** Key (Self-labeled) that you want to restore to the original label.
3. Press the **Done** Key to save changes and exit.

Note: You cannot change the label on the primary DN. You can press shift if the label you want to change is on the second layer of the Programmable Line/Feature Key (Self-labeled).

Contrast adjustment

The display contrast gives you a choice of how you view the text on your display. After selecting Contrast adjustment:

To adjust display screen contrast:

Lower



or

Higher



1. Press **Lower** to decrease the display contrast level.
or
Higher to increase the display contrast level.

Done



2. Press the **Done** Key to save the changes and exit.

Volume adjustment

Use the Navigation Keys to select Volume Adjustment: (list of items to adjust appear for your telephone model) Ringer, Buzzer, Speaker, Handset listen, Handsfree, Headset listen, Headset talk, Headset sidetone.

Select **Ringer**. Press the **Select** Key to adjust Ringer Volume.

Select **Buzzer**. Press the **Select** Key to adjust Buzzer Volume.

Select **Speaker**. Press the **Select** Key to adjust the Speaker Volume.

Select **Handset listen**. Press the **Select** Key to adjust Handset Listen.

Select **Handsfree listen**. Press the **Select** Key to adjust the Handsfree volume (if your telephone has Handsfree activated).

Select **Headset listen**. Press the **Select** Key to adjust Headset Listen.

Select **Headset talk**. Press the **Select** Key to adjust Headset talk.

Select **Headset sidetone**. Press the **Select** Key to adjust Headset sidetone. Sidetone is the sound the user hears in the headset or handset speaker. Without this tone your telephone incorrectly indicates it is not working. The telephone user can turn up or down the amount of sidetone they hear. Select the Sidetone option and follow these steps

Press the **Done** Key to save the changes and exit. Press the **Quit** Key to exit without saving changes.

Choose Ring type

Ring Type gives you the choice of telephone ring types or tones. When a ring type appears in the display you can hear the selection prior to activating the tone for your telephone. After you select Ring type:



Ring type 1

Play



1. Use the **Navigation** Keys to scroll through the subset list of Ring types: Ring type 1, Ring type 2, etc.
2. Press the **Play** Key to sample a ring tone.

Select



Done



3. Press the **Select** Key to activate the desired ring type.

4. Press the **Done** Key to save the changes and exit.

Note: The display list contains only the ring types available for your telephone model.

Set Call log option (M3903 and M3904)

When using Call log you have a choice of recording all incoming calls or only the unanswered incoming calls. The Call Log goes up to 20 incoming entries. The M3903 has 10 incoming entries. Select the Call Log option and follow these steps:

When you select Call log you get two options, select one of the two:

Log all calls

Log all calls

Log unanswered calls

Done



Press the **Done** Key to save the changes and exit.

Use Preferred name match (M3904)

This feature 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. This feature allows you to personalize the displayed names for incoming and outgoing calls. After you select Preferred name match:

On



or

Off



Done



1. Press the **On** Key to turn on Preferred name match.

or

Press the **Off** Key to turn off Preferred name match.

2. Press the **Done** Key to save the changes and exit.

Use Live dial pad (M3904)

A Live dial pad allows you to press any dial pad key to automatically select dial tone. After you select Live dial pad:



1. Press the **On** Key to turn on Live dial pad.
or
Press the **Off** Key to turn off Live dial pad.
2. Press the **Done** Key to save the changes and exit.

Area code setup

When you enter an area code or internal prefix using this feature, the callers list and CLID display shows the extensions first with the prefix in parenthesis. This makes it easier to identify local calls and internal calls. You can define up to three area codes. Select Enter area code option and follow these steps:



1. Put your cursor in the first line and enter an **area/country code** of your choice.
Note: You can enter up to three area codes of your choice.
2. Press the **Done** Key to save the changes and exit.

Set Call timer

Call timer measures how long you are on each call. After selecting Call timer:



1. Press the **On** Key to turn on the Call timer.

or

Press the **Off** Key to turn off the Call timer.

2. Press the **Done** Key to save the changes and exit.

Format time and date

There are several time/date display formats available to you. After you select Time/date format:



1. Use the up and down **Navigation** Key to scroll through the numbered formats.
2. When the format you want appears. Press the **Select** Key.
3. Press the **Done** Key to save the changes and exit.

Note: There are eight time and date formats. Four formats based on the 12 hour clock and four format based on the 24 hour clock.

Set Key click

Key click provides a click sound as you press the telephone keys. Select Key click option and follow these steps:



1. Press the **On** Key to turn on Key click.
- or**
- Press the **Off** Key to turn off Key click.
2. Press the **Done** Key to save the changes and exit.

Use Headset port on call

This feature requires a specific external alerting accessory to work. When the headset port on call option is activated a light connected to the external alerter is turned on whenever the user is on a call. The Headset port on call activates or deactivates the Headset port on call. Select the Headset port on call option to change the headset port.



1. Press the **On** Key to turn on the Headset port on call.
- or**
- Press the **Off** Key to turn off.
2. Press the **Done** Key to save the changes and exit.

Use Headset External Alerter and Recorder Interface (M3903 and M3904)

When activated, the Headset External Alerter and Recorder Interface option, provides an interface for the installation of a visual or audible alerter and or recorder device. The External Alerter or Recording device plugs into the Headset port located on the underneath side of the telephone. Select Headset External Alerter option and follow these steps:



1. Press the **On** Key to turn on Headset External Alerter.
 or
 Press the **Off** Key to turn off the Headset port.
2. Press the **Done** Key to save the changes and exit.

Call indicator light

The Call indicator light control allows you to turn on or off your call indicator light. To use this feature select the Call indicator light feature from the Options menu and follow these instructions:



1. Press the **Select** Key.
2. Press the **On** Key to turn on the Call Indicator light.
 or
 Press **Off** to turn off the Call Indicator light.

On-hook default path

The on-hook default path opens the voice path automatically either on Headset or Handsfree. To use this feature select the On-hook default path from the Options menu and follow these instructions:

Select



Handsfree selected

or

Headset selected

Done



1. Press the **Select** Key.
2. Select one of the two choices.

Handsfree selected.

or

Headset selected.

3. Press the **Done** Key to save the changes and exit.

Display diagnostics

The Display diagnostics tells the user information about the telephone display. After you select Display diagnostics:



Display diagnostics

Done



1. Use the up or down **Navigation** Keys to scroll through the menu and view the display diagnostics.
2. Press the **Done** Key to exit.

Activate Group listening

The Group listening feature allows you to talk on the handset to another party, while one or more persons are listening to the conversation on the speaker. To activate, Select the Group listening option and follow these steps:



1. Press the **On** Key to turn on Group listening.

or

Press the **Off** Key to turn off Group listening.

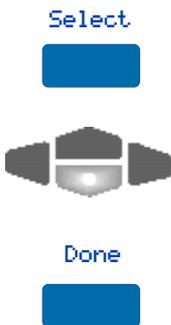
2. Press the **Done** Key to save the changes and exit.

Note: This feature does not have a tone to inform the party on the other end of the call that the conversation is being monitored. You must let the other party know when others are listening to the conversation.

Note: The system administrator must configure this feature to enable activation.

Set Meridian Communications Adapter controls

The telephone user or the person who installs your Meridian Communication Adapter needs to set the MCA parameters on your telephone. You set the MCA parameters when you select MCA Controls:



1. Press the **Select** Key to select MCA controls.
2. Use the **Navigation** keys to select your choice
3. Press the **Done** Key to save the changes and exit

Note: Meridian SL-100 does not support MCA.

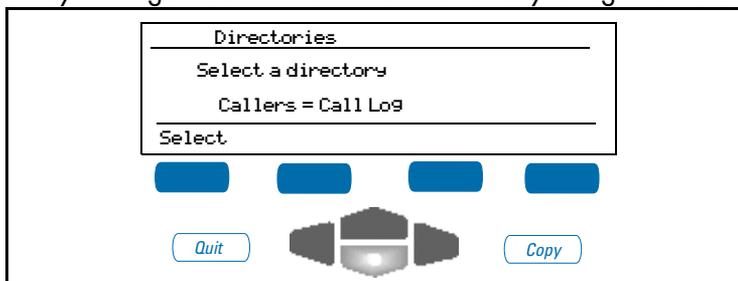
Directory display and controls (M3903 and M3904)

The information display available on the **M3904** model telephone has a three line display. The figure below shows the status once you log into the directory.

Note: Redial and Password is part of the directories menu display. Use the down Navigation Key to view these selections.



The **M3903** information display shows one item at a time. You must use the Navigation Keys to scroll through the list. When the item you want appears, press the **Select** Key. The figure below shows the status once you log into the directory.



Specialized Keys

The  Keys (**Navigation**) allow you to scroll through the features and application functions.

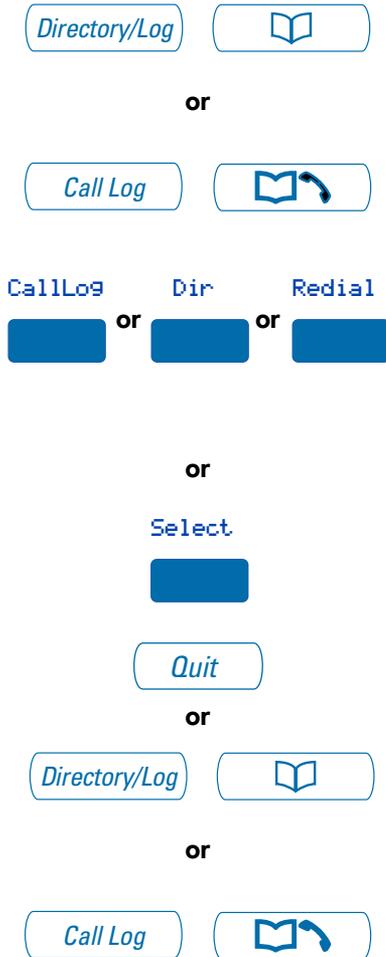
The  /  Key copies incoming or outgoing call numbers into your Personal Directory.

The  Key ends an active application which does not affect the status of the calls currently on your telephone.

The   Key allows the operation and activation of options, features and directories.

Access your Directory applications

To login to your CallLog, Redial (M3903 and M3904) or Personal Directory (M3904) follow these steps:



1. Press the **Directory/Log** Key (M3904).

or

Press the CallLog Key (M3903).

2. Press the appropriate **key** for the directory you want for the M3904:

- CallLog,
- Personal Directory
- Redial List (M3904)

or

Press **Select** when the directory you want shows up in the display area (M3903).

3. Press the **Quit** Key to exit.

or

Press the **Directory/Log** Key (M3904).

or

Press the **CallLog** Key (M3903).

Directory password protection

You can password protect your CallLog, Redial list and Personal Directory. If password protection is activated, you must enter a password each time you wish to enter one of these three directories, after pressing the Directory/Log. Password protection is not available on M3903.

To enable Password protection:

Directory/Log



Password



On



Enter



Done



1. Press the **Directory/Log** Key.
2. Press the **Password** Key.
3. Press the **On** Key to enable password protection.
4. **Dial** the password.
5. Press the **Enter** Key.
6. Confirm your password by **dialing** (entering) the password again.
7. Press the **Done** Key to save the changes and exit.

To disable Personal Directory password:

Directory/Log



Password



1. Press the **Directory/Log** Key.
2. Press the **Password** Key.

Off



Done



3. Press the **Off** Key to disable Password Protection.

4. Press the **Done** Key to save the changes and exit.

To change Personal Directory password:

Directory/Log



1. Press the **Directory/Log** Key.

Passwd



Select



Select



2. Press the **Password** Key.

3. Press the **Select** Key to choose Define password.

4. Press the Select Key to choose New password.

DELETE



CLEAR



ENTER



When you Select New password, three keys appear

DELETE

CLEAR

ENTER

5. **Dial** your new password at the prompt.

6. Press the **Enter** Key.



Enter



Prompt appears Confirm password.



Enter



Done



7. **Dial** your new password again.
8. Press the **Enter** Key.
9. Press the **Done** Key to save the changes and exit.

Call Log (M3903 and M3904)

The Call Log lists the name and number of incoming and outgoing calls, and can be password protected on the M3904. Password protection is not available on the M3903). You can activate Call Log to record all calls or record only the unanswered incoming calls.

The incoming calls are stored in order of date and time received. The oldest call is stored at the top of the list. The newest call is stored at the bottom of the list.

The **M3904** Call log list holds up to 20 entries for incoming and outgoing calls. The M3904 can copy a number from the Callers Log and store it in the Personal Directory.

The **M3903** Call log list holds up to 10 entries for incoming and 5 entries for outgoing calls.

Use the Call Log

To enter the Call Log list:

Directory/Log



or

Call Log



1. Press the **Directory/Log** Key on the M3904.
 2. Press the **Call Log** Key.
- or**
- Press the **Call Log** Key on the M3903.

Old



or

New



3. Press the **Old** Key to go to the top of the old calls list.

or

Press the **New** Key, to go to the top of the new call list.

To make a call from the Call Log:



1. Use the **Navigation** Keys to scroll through the Call Log and select the number you want to call in the Call Log list.

2498

Dial



2. Use the **Dial** Key to call the number selected. You leave the Call Log when you make the call.

To exit the Call Log:

Quit



or

Directory/Log



Press the **Quit** Key.

or

Press the **Directory/Log** Key (M3904) to exit the Call Log.

or

Call Log



or

Press the **Call Log** Key (M3903) to exit the Call Log.

Redial List (M3903 and M3904)

The Redial list records your last 10 (M3904) or five (M3903) outgoing call numbers and can be password protected (M3904). On the M3904 you can copy these numbers to your Personal Directory.

To select a number on your Redial List:

Directory/Log



or

Call Log



Redial



Dial



1. Press the **Directory/Log** Key on the M3904.

or

Press the **CallLog** Key on the M3903.

2. Select the **Redial List**.
3. Use the **Navigation** Keys to select the entry you need.
4. Press the **Dial** Key. Your call is automatically dialed and you exit the Redial List.

Use the Personal Directory (M3904)

The Personal Directory provides a personalized directory of names and numbers. The Personal Directory allows you to add, delete, search and change an entry and can be password protected. The Personal Directory holds up to 100 entries (an entry is one name and one telephone number). You can add a directory entry by copying the entry from your CallLog or Redial list, add an individual entry with the AddNew Key or by using the Personal Directory PC Utility Application. The Personal Directory PC is an accessory cartridge that connect your PC to your M3904 telephone. You can create a directory on your Personal Computer and transfer it to your M3904 Meridian DigitalTelephone.

Add a Personal Directory entry

Directory/Log



1. Press the **Directory/Log** Key.

Dir



AddNew



2. Press the **Personal Directory** Key.

3. Press the **Add New** Key.

4. **Dial** the new name.

Example: to enter the name **Chris**:



1. **Dial** the name using the key pad.

2. Press the dial pad **key** with the desired letter repeatedly until that letter appears on the display.

3. Press the **right arrow** key to go to the next letter.

Note: The cursor automatically advances to the next position if a different-from-last key is pressed.

Next



4. Press the **Next** Key.

To enter the number.



Done



1. Use the **dial pad**.

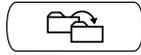
2. Press the **key** with the desired number.

Continue until your number is complete.

3. Press the **Done** Key to save the changes and exit.

Add an incoming call

Copy



Copy to

1. Press the **Copy** Key.

The displays shows

Copy to

Note: You can edit the name/number before or after you save to the Directory.

Add an outgoing call



Copy to

1. Use the **dial pad** to enter the complete number of the other party.

The displays shows.

Copy to

Note: You can edit the name/number before the save to directory or edit the text at a later time.

Delete or edit an entry

You can delete an entry in your Personal Directory when you follow these steps.

Directory/Log



Dir



1. Press the **Directory/Log** Key.
2. Press the **Directory** Key.
3. Use the **Navigation** Keys to scroll to and highlight the desired entry you want to delete or edit.
4. Press the **Delete** Key to delete the currently highlighted entry in your Persona Directory.

To edit an directory entry:



5. Press the **Yes** Key to confirm entry deletion.

1. Press **Edit** Key to change the telephone number or characters in name.

Use the **Navigation** Keys to move the cursor to the digit or character you wish to change. Over the existing digit or character using the dial pad to entry the digits or character.

2. When you have completed the edit, press the **Quit** Key.

You are prompted to confirm deletion.

Delete your Personal Directory



1. Press the **Directory/Log** Key.

2. Press the **Directory** Key.

3. Press the **DelList** Key.

Delete all entries?

4. Press the **Yes** Key.

If you press **Yes**, you delete all the entries in your Personal Directory.

Press the **No** Key and you return to the top of the Personal Directory with no changes made.

Use the Directory to make a call (M3904)

Follow these steps to make a call to a number listed in the directory:

Directory/Log



2498

Dial



1. Press the **Directory/Log** Key.
2. Use the up or down **Navigation** Keys to highlight the desired name or number.
3. Press the **Dial** Key.

Use Card View

The Card View provides additional information about the Directory entry.

To look at the Card View:



1. Select the **name**.
2. Press the right arrow **Navigation** Key to go to the Card View once you select the name.

To dial from Card View:



Dial



1. Use the **Navigation** Keys to show the name and number of the currently selected entry in the Card View.
2. Press the **Dial** Key to place the call.

To exit Card View:



Press the left arrow **Navigator** Key to leave the Card View and return to the selected name.

Copy a number from the Redial list

Use the Copy Key to copy a number from the Redial List to the Personal Directory

list.

To copy a number from the Redial list:



1. Press the **Directory/Log** Key.
2. Press the **Redial List** Key.
3. Use the **Navigation** Keys to show the name and number you want to copy to your Personal Directory.

4. Press the **Copy** Key.

When you press the **Copy** Key, a prompt asks:

Copy to?

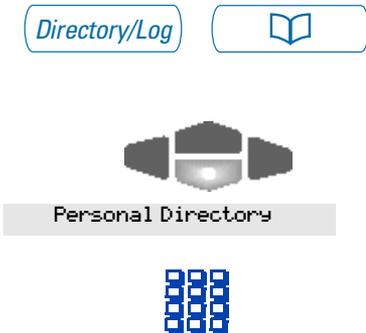
5. Press the **Personal Directory** Key.

6. Press **Save** Key.

The entry is saved to your Personal Directory and you are returned to the top of the Redial List.

Search an entry

The search for an entry feature allows you to find a particular entry.



1. Press the **Directory/Log** Key.

2. Use the **Navigation** Keys to scroll through the menu and to highlight Personal Directory.

3. Use the **Key pad** to enter digit(s) that contain search letter(s). You can choose to start with two or three letters.

Continue with step 3 until you find a match.

Secure your telephone

You can lock your telephone with a password so calls cannot be made from your office. The lock consists of a changeable password.

To lock your telephone:



Goodbye



1. Lift the **Handset**.
2. **Dial** the electronic lock Flexible Feature Code and the electronic lock password.
3. Press the **Goodbye** Key.

Note: If you perform this operation from a different telephone, dial your (DN).

Note: The Meridian SL-100 does not support the Secure your telephone feature.

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