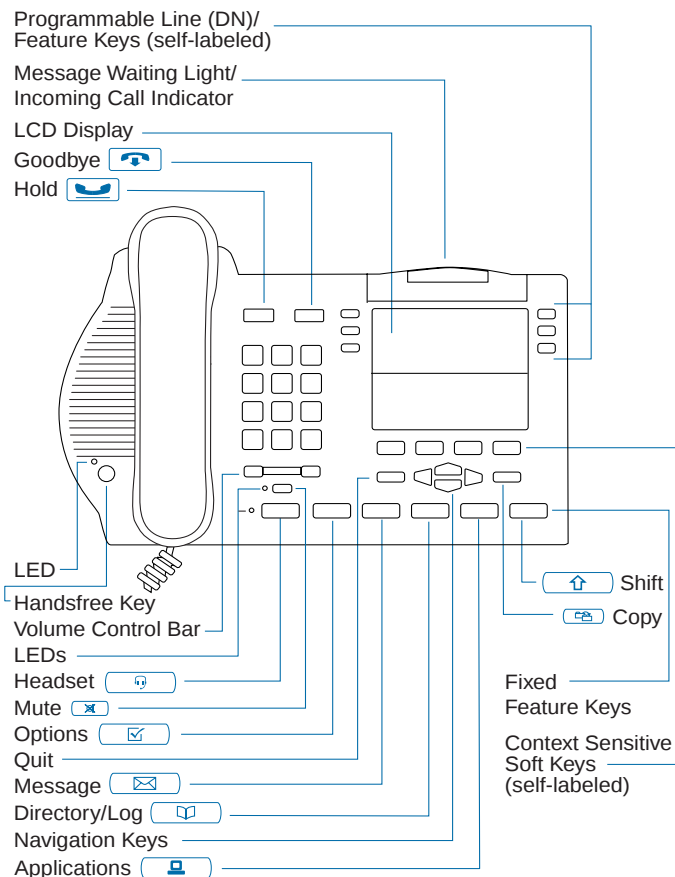


Introducing your Meridian Digital Telephone



For information on using your M3903 or M3904 telephone when connected to a Meridian SL-100 system, please consult the *Meridian Digital Telephones M3902, M3903, M3904 Quick Reference Guide*.

Programming your Meridian Digital Telephone

Options List

Access the Options List

☒

Select

Language

Select

Done

Quit

Change feature key label

Select

AutoDial

Done

Quit

Screen contrast

Lower or Higher

Done

Quit

Volume adjustment

Select

Lower or Higher

Done

Quit

Ring type

Play

Select

Done

Quit

New Call Indication/Call log options

On or Off

Done

Quit

Live dial pad (M3904)

On or Off

Done

Quit

Preferred name match (M3904)

On or Off

Done

Quit

Area code set-up (M3904)

Done

Quit

Call timer enable

On or Off

Done

Quit

Date/time format

Done

Quit

Key click enable

On or Off

Done

Quit

Headset port on call (M3904)

On or Off

Done

Quit

Headset port external alerter (M3904)

On or Off

Done

Quit

Call indicator light (M3904)

On or Off

Done

Quit

On hook default path

Done

Quit

Display diagnostics

Quit

Group listening (if configured)

On or Off

Done

Quit

For additional information on the operation of your telephone, please consult the *Meridian Digital Telephones M3901, M3902, M3903, M3904 User Guide*.

P0942074

Standard

Issue 1.00

NORTEL NETWORKS

Meridian Digital Telephones

M3903 and M3904 Quick Reference Card



Feature Operation

Auto Dial			
store	AutoDial		AutoDial
use		AutoDial	
display	Display	AutoDial	
Hold			
place a call on hold			
return to a held call			
Transfer	Trans		Connect
Handsfree (if configured)			
activate			
switch to handset			
handset to handsfree			
Group Listening (if configured)			
activate		Handsfree LED flashes	
Group Listening to handsfree		Handsfree LED is solid	
Group Listening to handset			
Mute (On/Off)			
Conference	Conf		Connect
Last Number Redial			
Ring Again			
activate	RingAgn		
when notified		RngCall	
cancel	CancelRA		
Call Forward			
activate	Forward		Done
cancel	CheckFw	CancelFw	
reinstate	Forward	Done	
view number	CheckFw	Exit	
Call Pickup		Pickup	
Call Waiting			
answer		CallWait	
return to first call			
Virtual Office			
log in		E F G	
log off		H or VTLF FFC	
Message			

Applications

Set-to-Set Messaging			
Activate			
	/	Select	Edit
B	Done	On or Off	
Corporate Directory			
Find a telephone number			
	/	Select	I
Done	/	Dial	
Copy a telephone number to your Personal Directory (M3904)			
	/	Select	I Done
/		Dirctry	

Explanations

Legend	
	Lift the handset, or press a DN key, or press the Headset key, or press the Handsfree key.
	Replace handset, or press to end the call.
	Dial number (see “Remarks”, below).
or	Press the feature key or line (DN) key located beside the flashing or solid indicator.
Remarks	
A	The name or number can be edited before continuing.
B	Enter or Edit the name you wish to associate with the number, or Enter the text of your Set-to-Set message, using the dial pad (maximum of 24 characters). Press to select special characters. Press to insert spaces or move to the next character location (if required).
C	Enter or Edit the number you wish to store (maximum of 31 digits). Include access codes for external or toll calls.
D	You may use the dial pad to enter the first letter of the name you are seeking. (e.g. press 2 2 to go the first entry that begins with the letter “B”).
E	Enter the Virtual office Terminal LogoN (VTLN) Flexible Feature Code (FFC).
F	Enter your password.
G	Enter the primary line (DN) assigned to your telephone.
H	Enter the Virtual office Terminal Logoff (VTLF) Flexible Feature Code (FFC).
I	Enter the name of the person you want to call. Enter the last name first. Separate the last name and first name with a comma. The comma is the first character on the 1 key. Press the Resume Key to refine your search.

Call Log and Directory

Callers List			
View New Calls			
Callers	/		
View the Callers List			
or	/	Select	New or Old
Make a Call while in the Callers List			
Dial	A		
Save an Entry to the Directory while in the Callers List (M3904)			
	Dirctry	Next A	Done A
Delete an Entry while in the Callers List			
Delete	Yes		
Delete the Callers List			
or	/	Select	DelList
Redial List			
View the Redial List			
or	or Redial	/	Select
Make a Call while in the Redial List			
Dial	A		
Personal Directory (M3904)			
Enter Names and Numbers in the Personal Directory			
	/	Select	AddNew
B	Next	C	Done
Delete Names and Numbers while in the Personal Directory			
Delete	Yes		
Make a Call while in the Personal Directory			
/ or D	Dial	A	
Edit Names and Numbers while in the Personal Directory			
Edit	B	Next	C Done
Delete the Personal Directory			
	/	Select	DelList Yes
Password Protection for the Personal Directory			
	/	Select	Select
		On or Off	Done
Password Change for the Personal Directory			
	/	Select	/ Select
	Enter		Enter Done