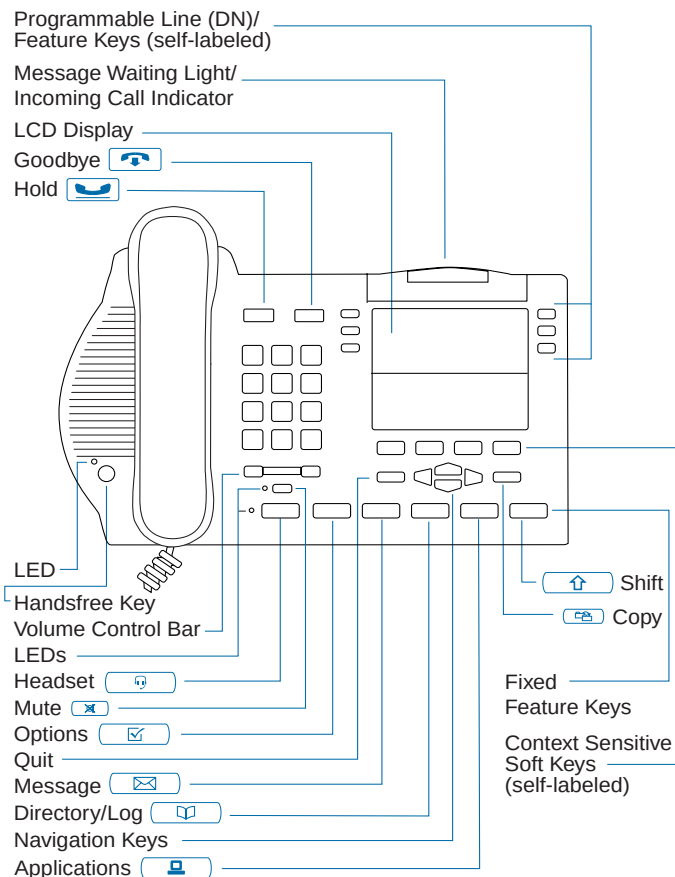


Introducing your Meridian Digital Telephone



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*.

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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 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 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