## Introducing your Meridian M3901 Telephone

Feature Activation Indicator

Feature — [ *Fx* ]

Goodbye — [ ☎ ]

One Line (DN) — [ ☎ ]

Message Waiting and Call Status Indicator

[ ☎ ] Hold

Volume Control Bar
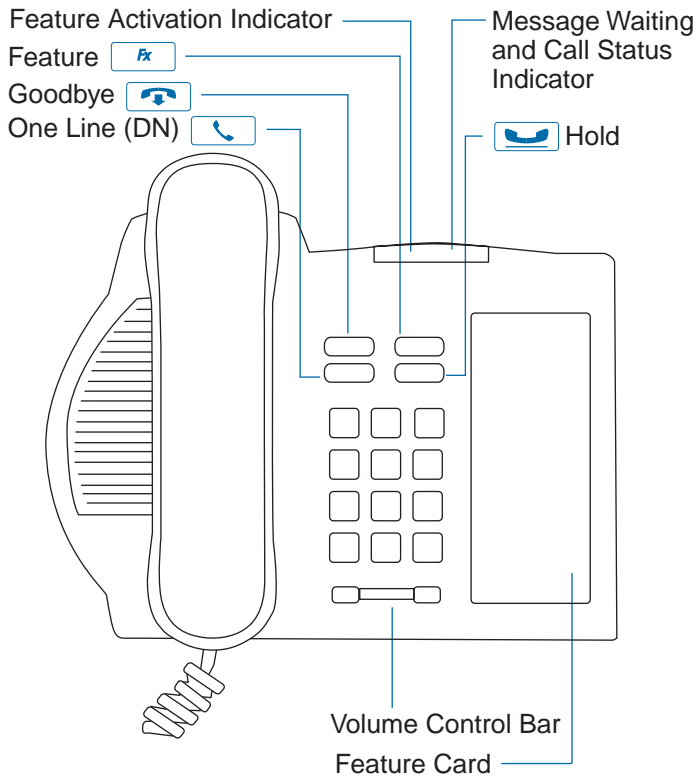
Feature Card

# NORTEL NETWORKS

# Meridian Digital Telephones

## M3901 Quick Reference Card

| Features Assigned to Your Telephone | |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

| Flexible Feature Codes (FFCs) | | | |
|---|---|---|---|
| | Call Forward All Calls Activate | | Call Forward All Calls Deactivate |
| | Park Call | | Park Call Access |
| | Pickup Ringing Number | | Pickup Group |
| | Pickup Directory Number | | Group Call |
| | Electronic Lock Activate | | Electronic Lock Deactivate |
| | Make Set Busy Activate | | Make Set Busy Deactivate |
| | Malicious Call Trace | | Override |
| | Ring Again Activate | | Ring Again Deactivate |
| | Speed Call User | | System Speed Call User |

# Feature Operation

*Note 1:* Features must be enabled by your network administrator. You only have access to the five features or Auto Dial positions that appear on the feature card of your telephone.

*Note 2:* When activating features or programming Auto Dial Keys, you have 30 seconds to complete the key sequence or the process ends.

## Auto Dial

| | | | | | |
|---|---|---|---|---|---|
| store | [Replace handset] | [Fx] | [Dial] A | | |
| | | [Dial] B | [Fx] | [Dial] A | |
| use | [Lift handset] | [Fx] | [Dial] A | | |

## Hold

| | |
|---|---|
| place a call on hold | [Hold Key] |
| return to a held call | [Line Key] |

## Transfer

| | | | | |
|---|---|---|---|---|
| transfer a call | [Fx] | [Dial] A | [Dial] C | |
| | [Fx] | [Dial] A | [Replace handset] | |

## Conference

| | | | | |
|---|---|---|---|---|
| create a conference | [Fx] | [Dial] A | | |
| | [Dial] D | [Fx] | [Dial] A | |
| correct an error or receive busy tone | [Goodbye Key] | [Line Key] | | |

## Last Number Redial

| | |
|---|---|
| | [Lift handset] [Line Key] |

## Ring Again

| | | | |
|---|---|---|---|
| activate | [Fx] | [Dial] A | [Replace handset] |
| when notified | [Lift handset] | [Fx] | [Dial] A |
| cancel | [Fx] | [Dial] A | |

## Speed Call

| | | | | |
|---|---|---|---|---|
| store | [Fx] | [Dial] A | | |
| | [Dial] E | [Fx] | [Dial] A | |
| use | [Lift handset] | [Fx] | [Dial] A | [Dial] F |

## Volume Control

| | |
|---|---|
| ringing | [Volume Bar] (while the telephone is ringing) |
| handset | [Volume Bar] (while on a telephone call) |

## Deactivate all active features

| | |
|---|---|
| | [Fx] [#] |

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# Explanations

## Legend

| | |
|---|---|
| [Lift handset icon] | Lift the handset, or press [Line Key] to receive dialtone. |
| [Replace handset icon] | Replace handset, or press [Goodbye Key] to end the call. |
| [Dial pad icon] | Dial a number. |
| [Line Key] | Press the Line Key. |
| [Hold Key] | Press the Hold Key. |
| [Goodbye Key] | Press the Goodbye Key. |
| [Fx] | Press the Feature Key. |
| [Volume Bar] | Press the left side of the Volume Control Bar to lower the volume. Press the right side to increase the volume. |

## Message Waiting and Call Status Indicator

| | |
|---|---|
| On (steady light) | A message is waiting. |
| Wink (slow flash) | An incoming call is ringing. |
| Flash | A call is on hold. |
| Off | There is no message waiting, no call on hold, and no incoming call. |

## Feature Activation Indicator

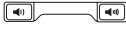| | |
|---|---|
| On (steady light) | One or more features are active. |
| Flash | A feature is being programmed and input is required. |

## Remarks

| | |
|---|---|
| A | Press the Dial Pad Key ([1] - [5]) that corresponds to Auto Dial or Feature number on your feature card |
| B | Use the Dial Pad to enter the number (maximum of 31 characters). Be sure to include any required access codes. |
| C | Dial the number to which you want to Transfer the call. |
| D | Dial the number of the party that you want to add to the Conference. You may repeat this process to add up to six people to a Conference Call. |
| E | Dial the 1 to 3 digit Speed Call code (ask your network administrator if you are unsure about the number of digits used on your network) followed by the telephone number that the code represents (maximum of 31 digits). Be sure to include any required access codes. |
| F | Dial the 1 to 3 digit Speed Call code. |

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For information on using your M3901 telephone when connected to a Meridian SL-100 system, please consult the *Meridian Digital Telephones M3901, M3902, M3903, M3904 User Guide.*

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