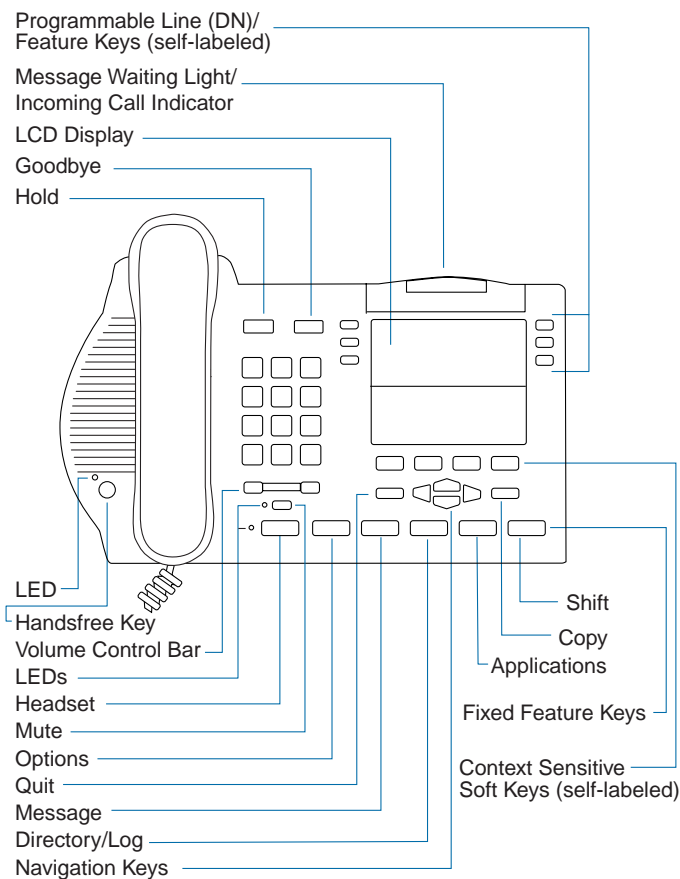


## Introducing your Meridian Digital Telephone



## Programming your Meridian Digital Telephone

Options List			
Access the Options List			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select	
Language			
<input type="checkbox"/>	<input type="checkbox"/>	Select	Done <input type="button" value="Quit"/>
Change feature key label			
<input type="checkbox"/>	<input type="checkbox"/>	Select	AutoDial <input type="button" value="Done"/> <input type="button" value="Quit"/>
Screen contrast			
Lower or Higher		Done	<input type="button" value="Quit"/>
Volume adjustment			
<input type="checkbox"/>	<input type="checkbox"/>	Select	Lower or Higher Done <input type="button" value="Quit"/>
Ring type			
<input type="checkbox"/>	<input type="checkbox"/>	Play	Select Done <input type="button" value="Quit"/>
Call log options			
<input type="checkbox"/>	<input type="checkbox"/>	On or Off	<input type="checkbox"/> Done <input type="button" value="Quit"/>
Live dial pad (M3904)			
On or Off		Done	<input type="button" value="Quit"/>
Preferred name match			
On or Off		Done	<input type="button" value="Quit"/>
Area code set-up			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Done"/>	<input type="button" value="Quit"/>
Call timer enable			
On or Off		Done	<input type="button" value="Quit"/>
Date/time format			
<input type="checkbox"/>	<input type="checkbox"/>	Done	<input type="button" value="Quit"/>
Key click enable			
On or Off		Done	<input type="button" value="Quit"/>
Headset port on call (M3904)			
On or Off		Done	<input type="button" value="Quit"/>
Headset port external alerter (M3904)			
On or Off		Done	<input type="button" value="Quit"/>
Call indicator light (M3904)			
On or Off		Done	<input type="button" value="Quit"/>
On hook default path			
<input type="checkbox"/>	<input type="checkbox"/>	Done	<input type="button" value="Quit"/>
Display diagnostics			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Quit"/>	
Group listening (if configured)			
On or Off		Done	<input type="button" value="Quit"/>

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

P0907915

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	CancIRA			
Call Forward				
activate	Forward		Done	
cancel	CheckFw	CancIFw		
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	UTLF 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 24 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 LogiN (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.

Call Log and Directory

Callers List				
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		/	Select
Make a Call while in the Redial List				
Dial				
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		
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