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

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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Feature Operation

Auto Dial
- store AutoDial
- use AutoDial
- display AutoDial

Hold
- place a call on hold
- return to a held call

Transfer (if configured)
- activate
- switch to handset
- handset to handsfree

Group Listening (if configured)
- activate
- Handsfree LED flashes
- Group Listening to handsfree (if configured)
- Handsfree LED is solid

Mute (On/Off)
- Conference
- Last Number Redial

Ring Again
- activate RingRing
- when notified RingCall
- cancel CancLR

Call Forward
- activate Forward Done
- cancel CheckFw CancIPw
- reinstate Forward Done
- view number CheckFw Exit

Call Pickup
- answer CallWait
- return to first call

Virtual Office
- log in
- log off
- Message

Applications

Set-to-Set Messaging
- Activate
- Select Edit

Corporate Directory
- Find a telephone number
- Copy a telephone number to your Personal Directory (M3904)

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).
- 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 to go to 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 Login (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
- View the Callers List
- Make a Call while in the Callers List
- Save an Entry to the Directory while in the Callers List (M3904)
- Delete an Entry while in the Callers List

Redial List
- View the Redial List
- Make a Call while in the Redial List

Personal Directory (M3904)
- Enter Names and Numbers in the Personal Directory
- Delete Names and Numbers while in the Personal Directory
- Make a Call while in the Personal Directory
- Edit Names and Numbers while in the Personal Directory
- Delete the Personal Directory
- Password Protection for the Personal Directory
- Password Change for the Personal Directory