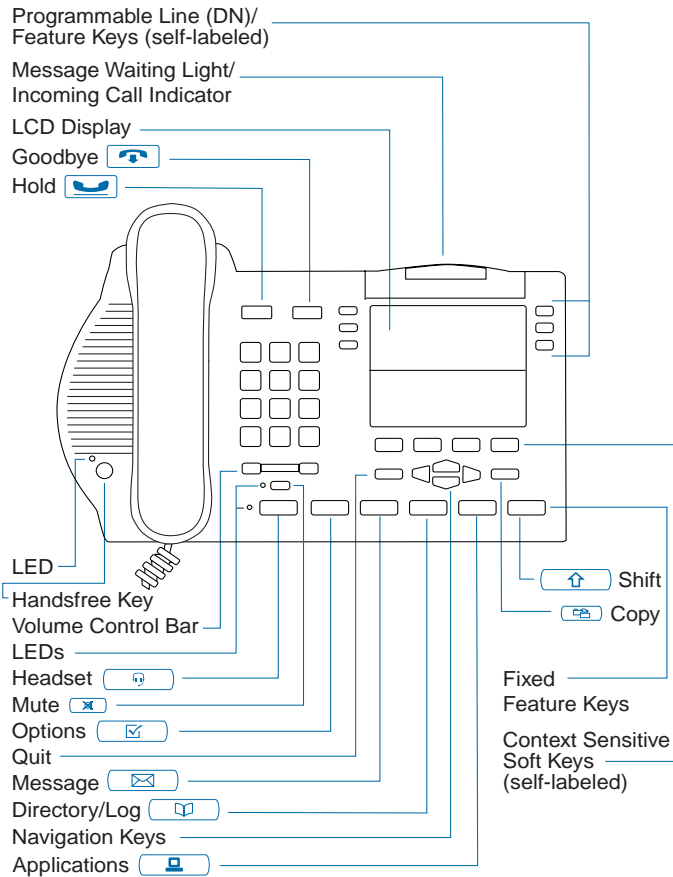


Introducing your Meridian Digital Telephone



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				
<input checked="" type="checkbox"/>	<input 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"/>	
New Call Indication/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 (M3904)				
On or Off		Done	<input type="button" value="Quit"/>	
Area code set-up (M3904)				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Done"/>	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*.

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	Quit	
Corporate Directory	Find a telephone number			Select	I
	Done		Dial	Quit	
Copy a telephone number to your Personal Directory (M3904)			Select	I	Done
			Dirctry	Quit	

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 LogoF (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