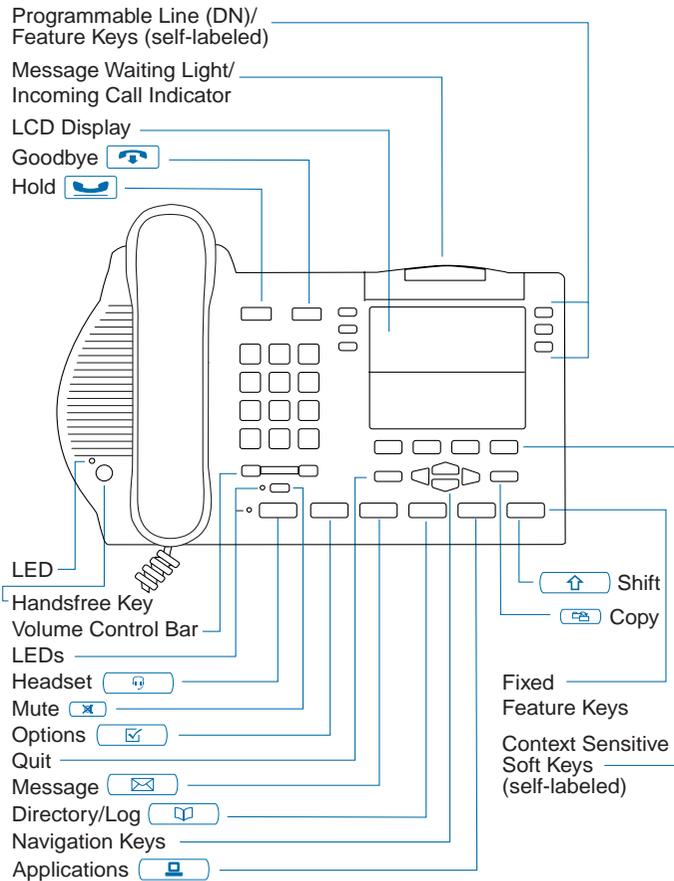


Introducing your Meridian Digital Telephone



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

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	