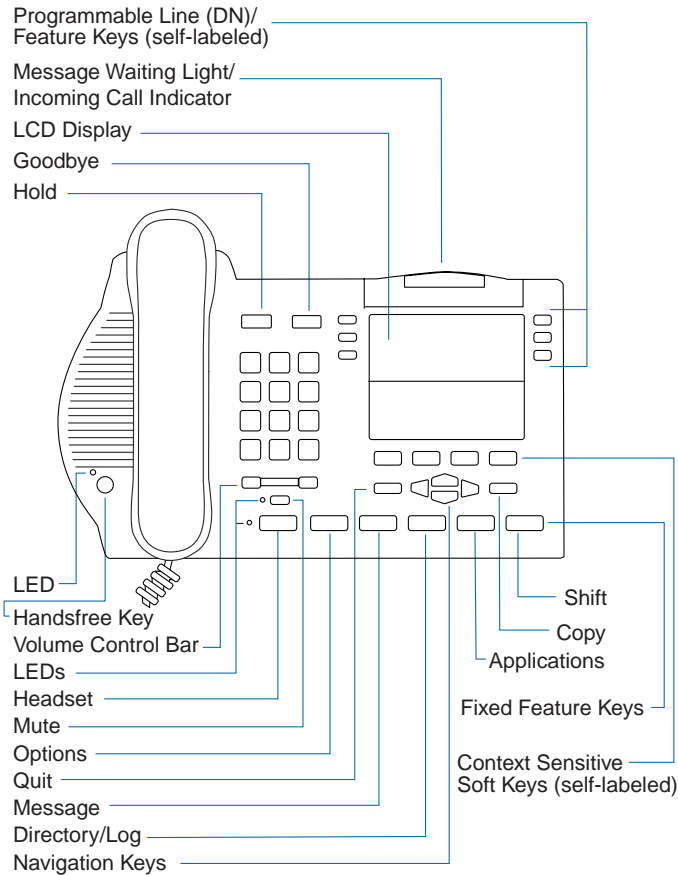


Introducing your Meridian Digital Telephone



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
		Done	
Screen contrast			
	Lower or Higher	Done	
Volume adjustment			
		Select	Lower or Higher Done
Ring type			
		Play	Select Done
Call log options			
		On or Off	
		Done	
Live dial pad (M3904)			
	On or Off	Done	
Preferred name match			
	On or Off	Done	
Area code set-up			
			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	Canc1RA		
Call Forward			
activate	Forward		Done
cancel	CheckFw	Canc1Fw	
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	
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