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

<table>
<thead>
<tr>
<th>Options List</th>
<th></th>
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<tbody>
<tr>
<td>Access the Options List</td>
<td></td>
<td>Select</td>
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<table>
<thead>
<tr>
<th>Language</th>
<th></th>
<th>Done</th>
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<tbody>
<tr>
<td>Change feature key label</td>
<td></td>
<td>AutoDial</td>
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<thead>
<tr>
<th>Screen contrast</th>
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<tbody>
<tr>
<td>Volume adjustment</td>
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<td>Lower or Higher</td>
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<tr>
<th>Ring type</th>
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<th>Done</th>
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<tbody>
<tr>
<td>New Call Indication/Call log options</td>
<td></td>
<td>On or Off</td>
</tr>
<tr>
<td>Live dial pad (M3904)</td>
<td></td>
<td>On or Off</td>
</tr>
<tr>
<td>Preferred name match (M3904)</td>
<td></td>
<td>On or Off</td>
</tr>
<tr>
<td>Area code set-up (M3904)</td>
<td></td>
<td>Done</td>
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</tbody>
</table>

| Call timer enable |  | Done |
| Date/time format |  | Done |
| Key click enable |  | Done |

| Headset port on call (M3904) |  | Done |
| Headset port external alerter (M3904) |  | Done |

| Call indicator light (M3904) |  | Done |
| On hook default path |  | Done |
| Display diagnostics |  | Done |

| Group listening (if configured) |  | Done |

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

Auto Dial
store
use
display
Hold
place a call on hold
return to a held call
Transfer
activate
switch to handset
handset to handsfree
Group Listening (if configured)
activate
Handsfree (if configured)
activate
Handsfree LED flashes
Handsfree LED is solid
Mute (On/Off)
Conference
Last Number Redial
Ring Again
activate
when notified
cancel
Call Forward
activate
cancel
reinstate
view number
Call Pickup
answer
Call Waiting
answer
return to first call
Virtual Office
log in
log off
Message

Applications

Set-to-Set Messaging
Activate
Select
Edit
Done
Off

Corporate Directory
Find a telephone number
Done
Dial

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.
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 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. Press the Resume Key to refine your search.