Meridian Digital Telephones
M3902
M3903
M3904
Quick Reference Guide
M3902, M3903, and M3904 Meridian Digital Telephones

There are five models in the M3900 Series Meridian Digital Telephone portfolio. This document describes the M3902, M3903, and M3904 features and how to use them. For user information on the M3901, refer to the M3900 Series Meridian Digital Telephone User Guide. For information on the M3905, refer to the M3905 Call Center Meridian Digital Telephone User Guide.

The M3902 has one Line Key and three Programmable Feature Keys (self-labeled).

**M3902 telephone**

![M3902 telephone diagram]
The M3903 has two Programmable Line/Feature Keys (self-labeled) with two features or lines configured on each key. The M3903 also has four Soft Keys (self-labeled) with up to three features programmed on each key.

The M3904 has six Programmable Line/Feature Keys (self-labeled), with two features or lines configured on each key. The M3904 also has four Soft Keys (self-labeled) with up to three features programmed on each key.
Your Telephone Call Features

Your M3900 Series Meridian Digital Telephone provides easy access to a wide range of business features. Your system administrator assigns features to your telephone and provides you with passwords and other codes as required. This section describes the features available for your telephone and how to use them.

Use Auto Dial

The Auto Dial feature allows the user to press one Feature Key (Auto Dial Key) to dial a specific telephone number automatically. This feature must be enabled by your network administrator.

To use Auto Dial:

1. Lift the handset.
2. Press the associated Auto Dial Key. This automatically dials the number.

To display the Auto Dial number (M3903 and M3904):

1. Press the Display Key.
2. Press the configured Auto Dial Key. The number appears on the display.

To store an Auto Dial number:

1. Press the Auto Dial Key, without lifting the handset.
2. Dial the number to be stored on the Auto Dial Key.
3. Press the Auto Dial Key again. The number is stored on the key.

Note: To change the key label “AutoDial”, select Change feature key label from the Options List menu. Please see “Change a Feature Key label” on page 17 for detailed instructions.
Make a Call

To make a call from your telephone, use the following procedure:

1. Lift the **handset**.
   
   or
   
   or
   
   Press the **Line (DN) Key**.
   
   or
   
   Press the **Handsfree Key**.
   
   **Note**: The Handsfree Key must be enabled by the network administrator
   
   or
   
   Press the **Headset Key** if you have a headset connected to your telephone (available on the M3903 and M3904).

2. Dial the number.

   **Note**: Whenever you see the message “Lift the **handset**.” in this guide, you may alternatively press a free Line (DN) Key, the Handsfree Key, or Headset Key (if a headset is connected). You receive a dial tone from each action.
Your Telephone Call Features

Make a call while on-hook

Leave the handset in the cradle while you dial a number.

To dial on-hook:

1. Press a Line (DN) Key.
2. Dial the number when you receive a dial tone.
3. Lift the handset to speak when the called party answers, or if you are on handsfree, begin to speak.

If the called number is busy:

- Press the Goodbye Key to release the line.
- Press the Ring Again Key.

Redial last number called

The Last Number Redial feature allows you to automatically redial the last number you dialed. This feature must be enabled by your network administrator.

To use Last Number Redial:

1. Lift the handset.
2. Press a Line (DN) Key.
3. Press the Line (DN) Key twice. The last number you dialed is automatically redialed.

Note: On Meridian SL-100, press the Octothorpe Key twice.
Use Ring Again

Use the Ring Again feature when you dial a number and receive a busy tone or no answer. The Ring Again feature lets you know when the person you dialed is available or has used their telephone. The feature notifies you when to redial your party. The Ring Again feature automatically redials the number.

To use Ring Again:

1. **Dial** a number and receive a busy tone or no answer.

2. Press the **Ring Again** Key.

3. Press the **Goodbye** Key.

   or

   Replace the **handset**.

   **Note**: When the number you want to reach is available, or the person has re-used their set, you hear the Ring Again tone.

4. Lift the **handset**.

5. Press the **Ring Again** Key.

To cancel Ring Again before notification:

Press the **Ring Again** Key a second time.
Use Hot Line

The network administrator can program a Hot Line Key that allows you to dial a specific number automatically. The network administrator can apply other features to the Hot Line, such as Call Redirection, so that the Hot Line call is answered by a person—not a mail box.

To use Hot Line:

```
Press the Hot Line Key. The Hot Line Key automatically dials the number.
```

**Note 1:** If your main Line (DN) is a Hot Line, lift the handset. The Hot Line Key dials the number automatically.

**Note 2:** On the Meridian SL-100, the Automatic Line (AUL) feature is the same as the Hot Line feature.

Use Speed Call

The Speed Call feature allows you to automatically dial frequently called numbers by entering a one, two, or three digit code. Contact your network administrator to determine the capacity of your Speed Call list.

A telephone designated as a Speed Call Controller can program or edit the Speed Call list. This feature must be enabled by your network administrator.

To store a Speed Call number:

```
1. Press the Speed Call Key. The triangular icon flashes, which indicates it is in programming mode.
```

```
2. Dial a one, two, or three digit code and associated telephone number when the phone prompts.
```

**Note:** Dial the access code (if required), internal, external, or long-distance telephone number.

```
3. Press the Speed Call Key again to save the code and number. The flashing icon turns off.
```
Your Telephone Call Features

To make a Speed Call:

1. Lift the handset.
2. Press the Speed Call Key.
3. Dial the Speed Call code assigned to the telephone number.
Receive a call

When you receive an incoming call, your telephone rings and the LCD indicator flashes.

To answer a call:

- Lift the handset.
- Press the Handsfree Button located on the left side of the handset.
- Press the flashing Line (DN) Key when using a headset.

Place a call on Hold

Use the Hold feature when you are on the line with one party and a second call comes in on a second line. You can answer the second call and retain the original call by putting it on hold.

To place a call on hold:

Press the Hold Key. The LCD indicator flashes beside the Line (DN) on hold.

Note 1: If Automatic Hold is enabled, the active call is automatically put on hold when you answer the second call. On the Meridian SL-100, Automatic Hold is the default.

Note 2: The caller hears music, if music is configured on your system.

To retrieve a call on hold:

Press the Line (DN) Key beside the flashing LCD indicator.
Transfer a call

Use the Transfer feature to direct a call to a third party.

1. Press the Transfer Soft Key (for the M3903 and M3904). The other party is on hold and you receive a dial tone. The LCD indicator lights steadily.
   or

   Press the Transfer Fixed Key if using the M3902.

2. Dial the number where you want to transfer the call.

3. Press the Transfer Soft Key (for the M3903 and M3904) again, when you hear the ring, or after you talk to the person at the transfer number.
   or

   Press the Transfer Fixed Key if you are using the M3902.

   The LCD indicator goes from steady on to off.

4. Press the Line (DN) Key next to the LCD indicator, to reconnect to the original call (if the person you called is not available).

   The LCD indicator goes from a flash to a steady on indicator.

Note: On the Meridian SL-100, press the Transfer Key, dial the number, and hang up. If you press the Transfer Key a second time, you get a three-way conference.
Handle multiple calls

Use Call Waiting

The Call Waiting feature allows you to put your current call on hold while you answer an incoming call. This feature must be enabled by your network administrator.

To answer an incoming call while on another call:

1. Press the Hold Key when you hear the tone. The Call Waiting status icon appears in the display.

2. Press the Call Wait Key (CWait for M3902) to answer the call.

To return to your first telephone call:

1. Press the Hold Key, if you want to put the second call on hold.

or

2. Press the Goodbye Key to end the second call.

or

2. Press the Line (DN) Key associated with the first call.

Forward a call

The Call Forward feature allows you to direct your calls to ring at another Line (DN). If the telephone begins to ring, you cannot forward an incoming call in progress.

Note: If you have an M3902, there is a fixed Forward Key, located on the right side of your telephone with an LED indicator. The procedure is the same for the M3902, except you use the fixed Forward Key.
Handle multiple calls

To forward all your calls:

1. Press the Forward Key.
2. Dial the number to which you want to forward your calls.
3. Press the Forward Key again.

To change a previous Call Forward number:

1. Press the Forward Key.
2. Dial the new forward number.
3. Press the Forward Key.

To cancel Call Forward:

Press the Forward Key.

To reinstate Call Forward to the same number:

Press the Forward Key twice.
Additional call features

Use Call Pickup

The Call Pickup feature allows you to pick up a call from any telephone in the same Pickup Group or another Pickup Group. This feature must be enabled by your network administrator.

To answer a call in your own Call Pickup Group:

1. Lift the handset.
2. Press the Pickup Key.

To answer an incoming call in another Call Pickup Group:

1. Lift the handset.
2. Press the GrpPickup Key.
3. Dial the Pickup Group number of the telephone that is ringing.

Note 1: The network administrator assigns the Pickup Group code.

Note 2: This feature is not applicable on the Meridian SL-100 system.

To answer a call at a specific extension number within your Pickup Group:

1. Lift the handset.
2. Press the DNPickup Key.

Note 1: The Meridian SL-100 uses the Directed Call Pickup Feature Access Code (FAC).

Note 2: If the pickup DN is invalid, you receive an overflow burst tone, and the screen displays Release and try again. Press the Goodbye Key.
Set up a Conference call

You can set up a conference call for three (or six) people (including yourself). Contact your telephone network administrator to determine the maximum number of people your system allows on a conference call, and how to enable this feature.

To set up a conference call:

1. Press the Conference Key while you are on a call. The other party is on hold and you receive a dial tone.
2. Dial the number of the person you want to add to the conference.
3. Press the Conference Key when the person answers. Everyone is able to join the conversation.

If the person you attempt to add to the conference is unavailable:

1. Press the Goodbye Key.
2. Press the Line (DN) Key with the flashing icon to return to your original call.

Join a call

To connect a call on hold (on a different line) to your current call:

1. Press the Conference Key.
2. Press the Key that has the caller you want to connect to your current call.
3. Press the Conference Key again.
   The person on hold joins your conversation.
Activate Group Listening

The Group Listening feature allows others to listen to a call through the speaker while you are speaking through the handset. Group Listening must be enabled by your network administrator. Please refer to “Control Group Listening” on page 28 for instructions on activating the Group Listening option in the Options List.

To engage Group Listening while on a call:

Press the Handsfree Key. Everyone hears the caller over the speaker, but the caller only hears what is picked up by the handset.

Note: You must tell the caller that others are listening to the conversation, because the Group Listening feature does not alert them that the conversation is being monitored.
Options List

The Options List allows you to customize certain characteristics of your phone. Screen prompts take you step-by-step through procedures and keep you informed on the status of the following settings: Language, Change feature key label, Screen contrast, Volume adjustment, Ring type, Call log options, Live dial pad, Preferred name match, Area code set-up, Call timer enable, Date/time format, Key click enable, Headset port on call, Headset port external alerter and recorder interface, Call indicator light, On hook default path, and Display diagnostics.

To change any option’s setting:

1. Press the Options Key.

2. Use the Navigation Keys to move up or down through the options list.

3. Press the Select Key when the desired option is highlighted.

4. Change the option’s settings. Refer to the following pages for details. The display also provides you with information to adjust your selection.

5. Press the Done Key to save your changes.

6. Press the Quit Key to exit.

Note: If you press the Quit Key before you press the Done Key, you exit the Options List without saving your changes.
Select a language

The display is available in multiple languages. After you select Language... from the Options List menu,

1. Use the Navigation Keys to highlight the desired language (e.g., German).

2. Press the Select Key.

Press the Done Key to save changes. Press the Quit Key to exit.

Change a Feature Key label

You can change the name on the Programmable Line/Feature Keys (self-labeled). These keys are located on both sides of the top portion of the display area.

To change a Feature Key label:

1. Use the down Navigation Key to highlight Change feature key label.

2. Press the Select Key.

This action takes you to the Feature Key menu and highlights Change feature key label.

3. Press the Select Key again.

The prompt asks you to select the key you want to change.

4. Press the Programmable Line/Feature Key whose label you want to change, (e.g., AutoDial).
5. Press the **Dial Pad** Key that is printed with the first letter in your new label. Press the key until the correct character appears.

6. Use the **Case** Key to change the case of the letter, as needed.

7. Press the right **Navigation** Key once to move the cursor (so you can enter the next letter) when the desired letter appears.

8. Repeat steps 4, 5, and 6 until you have changed the entire label.

Press the **Done** Key to save changes. Press the **Quit** Key to exit.

**Note:** For a detailed example of using the dial pad to enter text into your M3903 or M3904, please see “Add a Personal Directory entry” on page 35.

**To restore one key label:**

1. From the **Feature Key** menu, use the down **Navigation** Key to highlight **Restore one key label**.

2. Press the **Select** Key.

3. Press the **Programmable Line/Feature Key** (self-labeled) that you want to restore to the original label (e.g., **Purchasing**).

Press the **Done** Key to return to the **Options List** menu. Press the **Quit** Key to exit.

**Note:** You cannot change the label on the primary DN. You can press the Shift Key, if the label you want to change is on the second layer of the Programmable Line/Feature Keys (self-labeled).
Adjust Screen contrast

The **Screen contrast** option allows you to adjust the contrast of the display on your M3903 or M3904 telephone. After you select **Screen contrast** from the **Options List** menu:

- From the **Contrast** screen, press **Lower** to decrease the display contrast level.
- or
- Press **Higher** to increase the display contrast level.

Press the **Done** Key to save changes. Press the **Quit** Key to exit.

Adjust volume

After you select **Volume adjustment**... from the **Options List** menu, a list of adjustable items for your telephone model appears.

**To adjust the Ringer volume:**

1. Select **Ringer** from the **Volume** menu.
2. Press **Lower** to decrease the ringer volume.
   - or
3. Press **Higher** to increase the ringer volume.

Press the **Done** Key to save changes. Press the **Quit** Key to exit.

**To adjust the Buzzer volume:**

1. Select **Buzzer** from the **Volume** menu.
2. Press **Lower** to decrease the buzzer volume.
   - or
3. Press **Higher** to increase the buzzer volume.
Press the **Done** Key to save changes. Press the **Quit** Key to exit.

**To adjust the Speaker volume:**

1. Select **Speaker** from the **Volume** menu.
2. Press **Lower** to decrease the speaker volume.
   
   or

3. Press **Higher** to increase the speaker volume.

Press the **Done** Key to save changes. Press the **Quit** Key to exit.

**To adjust the Handset listen volume:**

1. Select **Handset listen** from the **Volume** menu.
2. Press **Lower** to decrease the handset listen volume.
   
   or

3. Press **Higher** to increase the handset listen volume.

Press the **Done** Key to save changes. Press the **Quit** Key to exit.

**To adjust the Handsfree listen volume:**

1. Select **Handsfree listen** from the **Volume** menu.
2. Press **Lower** to decrease the handsfree listen volume.
   
   or

3. Press **Higher** to increase the handsfree listen volume.

Press the **Done** Key to save changes. Press the **Quit** Key to exit.
To adjust the Headset listen volume:

1. Select **Headset listen** from the **Volume** menu.
2. Press **Lower** to decrease the headset listen volume.
   or
3. Press **Higher** to increase the headset listen volume.

Press the **Done** Key to save changes. Press the **Quit** Key to exit.

To adjust the Headset talk volume:

1. Select **Headset talk** from the **Volume** menu.
2. Press **Lower** to decrease the headset talk volume.
   or
3. Press **Higher** to increase the headset talk volume.

Press the **Done** Key to save changes. Press the **Quit** Key to exit.

To adjust the Headset sidetone volume:

1. Select **Headset sidetone** from the **Volume** menu.

   **Note:** Sidetone is the sound you hear in the headset or handset speaker. Without this tone, your telephone incorrectly indicates that it is not working. You can adjust the amount of sidetone heard.

2. Press **Lower** to decrease the headset sidetone volume.
   or
3. Press **Higher** to increase the headset sidetone volume.
Options List

Press the **Done** Key to save changes. Press the **Quit** Key to exit.

**Choose Ring type**

The **Ring type** option allows you to choose from among the various ringing sounds available for your telephone model. After you select **Ring type**... from the **Options List** menu:

1. Use the **Navigation** Keys to scroll through the list of ring types.

2. Press the **Play** Key to sample a ring tone.

3. Press the **Select** Key to activate the desired ring type (**M3903** and **M3904**).

Press the **Done** Key to save changes. Press the **Quit** Key to exit.

**Select Call Log options**

The **Call Log options** (on the **M3903** and **M3904**) provide a choice of logging all incoming calls, logging only the unanswered calls, or not logging any calls. The Call Log holds up to 10 different incoming entries for the **M3903** and up to 20 for the **M3904**. After you select **Call log options** from the **Options List** menu;

From the **Log options** menu, use the **Navigation** Keys to highlight and select either:

- **Log all calls**
- **Log unanswered calls**

**Note:** New call indication must be set to **On**, if you want Call Log notification.

Press the **Done** Key to save selection. Press the **Quit** Key to exit.
Use Live dial pad

The Live dial pad option (on the M3094) allows you to press any dial pad key to automatically access a dial tone. After you select Live dial pad from the Options List menu;

- From the Live dialpad screen, press the On Key to turn on Live dial pad.
- or
- Press the Off Key to turn off Live dial pad.

Press the Done Key to save changes. Press the Quit Key to exit.

Select Preferred name match

The Preferred name match option (available on the M3904) displays the names of incoming and outgoing callers as stored in your Personal Directory, if the telephone number matches the one stored in your directory. This option allows you to personalize the displayed names for incoming and outgoing calls. After you select Preferred name match from the Options List menu;

- From the Name match screen, press the On Key to turn on Preferred name match.
- or
- Press the Off Key to turn off Preferred name match.

Press the Done Key to save changes. Press the Quit Key to exit.
Set up area code

The callers list and Caller List ID (CLID) display shows the extensions first with the prefix in parenthesis when you enter an area code or internal prefix using the Area code set-up option (available on the M3904). This makes it easier to identify local calls and internal calls. You can define up to three area codes. After you select Area code set-up from the Options List menu:

1st Code: 408  
2nd Code:  
3rd Code:  

Use the Navigation keys to place your cursor in the first line and enter an area/country code of your choice.  

Note: You can enter up to three codes of your choice.

Press the Done Key to save changes. Press the Quit Key to exit.

Enable Call timer

The Call timer enable option measures how long you are on each call. After you select Call timer enable from the Options List menu:

On  

or  

Off  

From the Call timer screen, press the On Key to turn on the Call timer.  

or  

Press the Off Key to turn off the Call timer.

Press the Done Key to save changes. Press the Quit Key to exit.

Select Date/time format

There are eight Date/time formats. Four formats are based on the 12 hour clock and four are based on the 24 hour clock. After you select Date/time format... from the Options List menu:

Use the Navigation Keys to scroll through the eight formats. The sample formats appear on the upper right side of the display area.

Format 3

Press the Done Key to select the highlighted format. Press the Quit Key to exit.
Enable Key click

The Key click option causes the handset or speaker to produce a clicking sound when you press the telephone keys. After you select Key click enable from the Options List menu;

- From the Key click screen, press the On Key to turn on Key click.
- Press the Off Key to turn off Key click.

Press the Done Key to save changes. Press the Quit Key to exit.

Use Headset port on call

The Headset port on call option requires that a lamp-type accessory be connected to the headset port. When the Headset port on call option is activated and the user is on a call, the lamp lights providing an indication that a call is in progress. After you select Headset port on call from the Options List menu;

- From the On call screen, press the On Key to turn on Headset port on call.
- Press the Off Key to turn off Headset port on call.

Press the Done Key to save changes. Press the Quit Key to exit.
Activate Headset port external alerter

When the Headset port external alerter option (available on the M3904) is activated, it supports a visual or audible alerter and/or recorder device. This device plugs into the Headset port, which is located on the bottom of the telephone. After you select Headset port ext alerter from the Options List menu;

From the Ext alerter screen, press the On Key to turn on Headset port external alerter.
or
Press the Off Key to turn off Headset port external alerter.

Press the Done Key to save changes. Press the Quit Key to exit.

Use Call indicator light

The incoming call indicator light is controlled on the M3904. After you select Call indicator light from the Options List menu;

From the Indicator screen, press the On Key to turn on Call indicator light.
or
Press the Off Key to turn off Call indicator light.

Press the Done Key to save changes. Press the Quit Key to exit.
Set On hook default path

The On hook default path option automatically opens the voice path on either the Headset or Handsfree on the M3903 or M3904. After you select On hook default path from the Options List menu;

From the On hook path menu, use the Navigation Keys to highlight and select either:

Handsfree selected
or
Headset selected

Press the Done Key to save selection. Press the Quit Key to exit.

Display diagnostics

The Display diagnostics option tests the functionality of your telephone’s display screen and indicator lights. This option also provides information on the firmware currently in use on your M3900 series telephone. After you select Display diagnostics from the Options List menu;

1. Use the up or down Navigation Keys to scroll through the list and view the changing display screens.

Press the Done Key to return to the Options List. Press the Quit Key to exit.
**Control Group Listening**

The **Group Listening** feature enables you to talk on the handset to one party while other people listen to the conversation on your telephone's speaker. The network administrator must enable this feature. After you select **Group Listening** from the Options List menu:

- From the Group listening screen, press the **On** key to turn on Group listening.
- Press the **Off** key to turn off Group listening.

Press the **Done** key to save changes. Press the **Quit** key to exit.

**Note 1:** The Group listening selection will not appear in the Options List menu of your telephone unless this feature has been activated by your network administrator.

**Note 2:** This feature does not have a tone to inform the party on the other end of the call that the conversation is being monitored. You must tell the other party that others are listening to the conversation.

**Set Meridian Communications Adapter (MCA) controls**

The telephone user or the person who installs your MCA needs to set the MCA parameters on your telephone. After you select **MCA data parameters** from the Options List menu:

1. From the MCA controls menu, use the Navigation Keys to highlight the parameter you want to adjust
2. Press the Select Key.
3. Adjust the MCA data parameter as required.

Press the **Done** key to save changes. Press the **Quit** key to exit.

**Note 1:** Please refer to the Meridian Communications Adapter User Guide for detailed instructions on adjusting parameters on your MCA.

**Note 2:** The Meridian SL-100 does not support MCA.
Directory display and controls

The **M3904** has a three line display. When you press the **Directory/Log** Key, the following screen appears:

![Directory/Log Screen](image)

The **M3903** has a one line display. When you press the **Call Log** Key, the following screen appears:

![Call Log Screen](image)

Identify specialized keys

The **Navigation** Keys enable you to scroll through the features and application functions.

The **Copy** Key copies incoming or outgoing call numbers into your Personal Directory.

The **Quit** Key ends an active application, which does not affect the status of the calls currently on your telephone.

The **Options** Key accesses the Options List for telephone set-up.
Use Directory password protection

You can password protect your Call Log, Redial list, and Personal Directory.

Note: Password protection is only available on the M3904.

To enable password protection:

1. Press the Directory/Log Key.
2. From the Directories menu, use the Navigation Keys to highlight Password Administration.
3. Press the Select Key. The Passwd Admin menu appears with Password enabled: OFF highlighted.
4. Press the Select Key again to select Password enabled: OFF.
5. Press the On Key to enable password protection.
6. Dial the password.
7. Press the Enter Key.
8. Dial (enter) the password again to confirm your password.
9. Press the Enter Key.

Press the Done Key to save changes. Press the Quit Key to exit.
To disable Personal Directory password:

1. Press the Directory/Log Key.

2. Dial the password.

3. Press the Enter Key.

4. Use the Navigation Keys to highlight Password Administration.

5. Press the Select Key. The Passwd Admin menu appears with Password enabled: ON highlighted.

6. Press the Select Key again to select Password enabled: ON.

7. Press the Off Key to disable password protection.

Press the Done Key to save changes. Press the Quit Key to exit.
Manage Call Log

The Call Log lists the name and number of incoming and outgoing calls and can be password protected on the M3904. You can activate Call Log to record all calls or record only the unanswered incoming calls.

The Callers List stores incoming calls, and the Redial List stores outgoing calls in order of date and time received/made. The oldest call is stored at the top of the list. The newest call is stored at the bottom of the list.

The M3904 Call log list holds up to 100 entries for incoming and 20 entries for outgoing calls. The M3904 can copy a number from the Callers List or Redial List and store it in the Personal Directory.

The M3903 Call log list holds up to 10 entries for incoming and 5 entries for outgoing calls.

Use the Callers List

To access your Callers List:

1. Press the Directory/Log Key on the M3904.
   or
   Press the Call Log Key on the M3903.

2. Use the Navigation Keys to highlight Call Log (Callers List).

3. Press the Select Key.
Manage Call Log

4. Press the New Key to go to the top of the new calls list.
   or
   Press the Old Key to go to the top of the old calls list.

To make a call from the Callers List:

1. Use the Navigation Keys to scroll through the Callers List and highlight the number you want to call.

2. Press the Dial Key to call the number selected. You leave the Callers List when you make the call.

To exit the Callers List without making a call:

Press the Quit Key.

Use the Redial List

The Redial list feature records your last 20 (M3904) or five (M3903) outgoing call numbers and can be password protected (M3904). On the M3904, you can copy these numbers to your Personal Directory.

To access your Redial List:

1. Press the Directory/Log Key on the M3904.
   or
   Press the Call Log Key on the M3903.
2. Use the Navigation Keys to highlight Call Log (Redial List).

3. Press Select.

4. Use the Navigation Keys to scroll through the Redial List and highlight the number you want to call.

5. Press the Dial Key. Your call is automatically dialed and you exit the Redial list.
Use the Personal Directory

The M3904 Personal Directory provides a personalized directory of names and numbers. The Personal Directory allows you to add, delete, search, and change an entry and can be password protected. The Personal Directory holds up to 100 entries (an entry is one name and one telephone number). You can add a directory entry by copying the entry from your Callers List or Redial List, add an individual entry with the Add New Key or by using the Personal Directory PC Utility application. The Personal Directory PC is an accessory cartridge that connects your PC to your M3904 telephone. You can create a directory on your Personal Computer and transfer it to your M3904 Meridian Digital telephone.

Access the Personal Directory

1. Press the Directory/Log Key.
2. Press the Select Key in the Directories menu to select Personal Directory.

Add a Personal Directory entry

After accessing your Personal Directory:

1. Press the Add New Key.
2. Dial the new name.

Example:
To enter the name Chris:

1. Dial the name using the key pad.
Use the Personal Directory

1. Use the dial pad to enter the telephone number associated with the name entered above.
2. When you have finished entering all of the digits, press the Done Key to save the changes.
3. Press the Quit Key to exit.

Note: The cursor automatically advances to the next position, if a different-from-last key is pressed, or after a short pause.

2. Press the dial pad key with the desired letter repeatedly until that letter appears on the display.
3. Press the right arrow key to go to the next letter.
4. Press the Next Key.

To enter the number:
Use the Personal Directory

Add an incoming call

1. Press the Copy Key. The display shows the message Copy to.

2. Press the Directory Key.

3. Press Save to copy the incoming call without editing the name or number and go to step 6.

   or

   Press Edit to make changes before saving. Add the name using the dial pad, Delete, and Clear Keys as needed.

4. Press the Next Key. Make changes to the telephone number if required.

5. Press the Done Key to save the entry in your directory.

6. Press the Quit Key to exit.

Note: You can edit the name or number before or after you save to the directory.
Use the Personal Directory

Delete or edit a Personal Directory entry

To delete a Personal Directory entry:

1. Use the Navigation Keys to highlight the entry you want to edit or delete.
2. Press the Delete Key to delete the currently highlighted entry in your Personal Directory.
3. Press the Yes Key to confirm the deletion.

To edit a Personal Directory entry:

1. Press the Edit Key to change the telephone number or name.
2. Use the Navigation Keys to highlight the character you want to change.
3. Use the dial pad to enter the desired changes. Refer to “Add a Personal Directory entry” on page 35 for an example of how to use the dial pad to enter names.
4. Press the Next Key. Edit the number if necessary.
5. Press the Done Key to save the changes.
6. Press the Quit Key to exit.
Delete your Personal Directory

To delete your Personal Directory:

1. Press the **Delete List** Key. The message **Delete all entries?** appears.

   or

2. Press the **Yes** Key if you want to delete all the entries in your Personal Directory.

   or

   Press the **No** Key if you want to return to the top of the Personal Directory with no changes made.

3. Press the **Quit** Key to exit.

Use the Personal Directory to make a call

To use the Personal Directory to make a call:

1. Use the up or down **Navigation** Keys to highlight the desired name or number.

2. Press the **Dial** Key.
Use the Personal Directory

Use Card View

The Card View feature provides additional information about the Personal Directory entry.

To look at the Card View:

1. Highlight the name.
2. Press the right Navigation Key.

To dial from Card View:

1. Use the Navigation Keys to show the name and number of the currently selected entry in the Card View.
2. Press the Dial Key to place the call.

To exit Card View:

1. Press the left Navigator Key to leave the Card View and return to the selected name.

Search an entry

You can search for a particular entry in your Personal Directory.

To search for an entry:

1. Use the Navigation Keys to scroll through the Directories menu and highlight Personal Directory.
2. Press the Select Key.
3. Use the dial pad to enter the first letter of the name you are seeking.
Copy a number from the Redial list

You can copy a number from the Redial List to the Personal Directory.

To copy a number from the Redial list:

1. Use the Navigation Keys to highlight the name and number in your Redial List that you want to copy to your Personal Directory.

2. Press the Copy Key.

3. Press the Save Key.

   or

   Press the Edit Key, and edit the name as needed.

4. Press the Next Key. Edit the number, if required

5. Press the Done Key.

The entry is saved to your Personal Directory and you are returned to the Redial List.
Secure your telephone

You can lock your telephone with a password to prevent unauthorized use of your telephone. **Note:** The Meridian SL-100 does not support this feature.

**To lock your telephone:**

1. Lift the **handset**.
2. **Dial** the Lock Flexible Feature Code (FFC) and your Electronic Lock Password.
   
   **Note:** If you perform this operation from someone else’s telephone, dial your Line (DN).
3. Press the **Goodbye** Key.

**To unlock your telephone:**

1. Lift the **handset**.
2. **Dial** the Unlock Flexible Feature Code (FFC) and your Electronic Lock Password.
   
   **Note:** If you perform this operation from someone else’s telephone, dial your Line (DN).
3. Press the **Goodbye** Key.

**To change your password:**

1. Lift the **handset**.
2. **Dial** the Password Change Flexible Feature Code (FFC) and your current password. **Dial** your new password twice (for verification).
3. Press the **Goodbye** Key.
Title to and ownership of Meridian SL-1 software shall at all times remain with Nortel Networks. Meridian SL-1 software shall not be sold outright and the use thereof by the customer shall be subject to the parties entering into software agreements as specified by Nortel Networks.

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