Phone Image	Model Instructions
	[M2006 Instructions](#)
	[M2008 Instructions](#)
	[M2616 Instructions](#)
	[M3902 Instructions](#)
	[M3904 Instructions](#)
	[1110E Instructions](#)
	[1120E Instructions](#)
	[1140E Instructions](#)

M2006, M2008, M2616 Quick Reference Guide

Feature	Step 1	Step 2	Step 3
Auto Dial Store number	Press **Auto Dial**	Dial number	Press **Auto Dial**
Call number	Select a free DN	Press **Auto Dial**	
Call Pickup	Select a free DN	Press **Call Pickup**, or dial the SPRE code___ plus 3	
Call Wait	Press **Hold**	Press **Call Wait**	
Conference	Press **Conference**	Dial number	Press **Conference**

Note: Repeat the procedure for additional conferees (up to five additional parties).

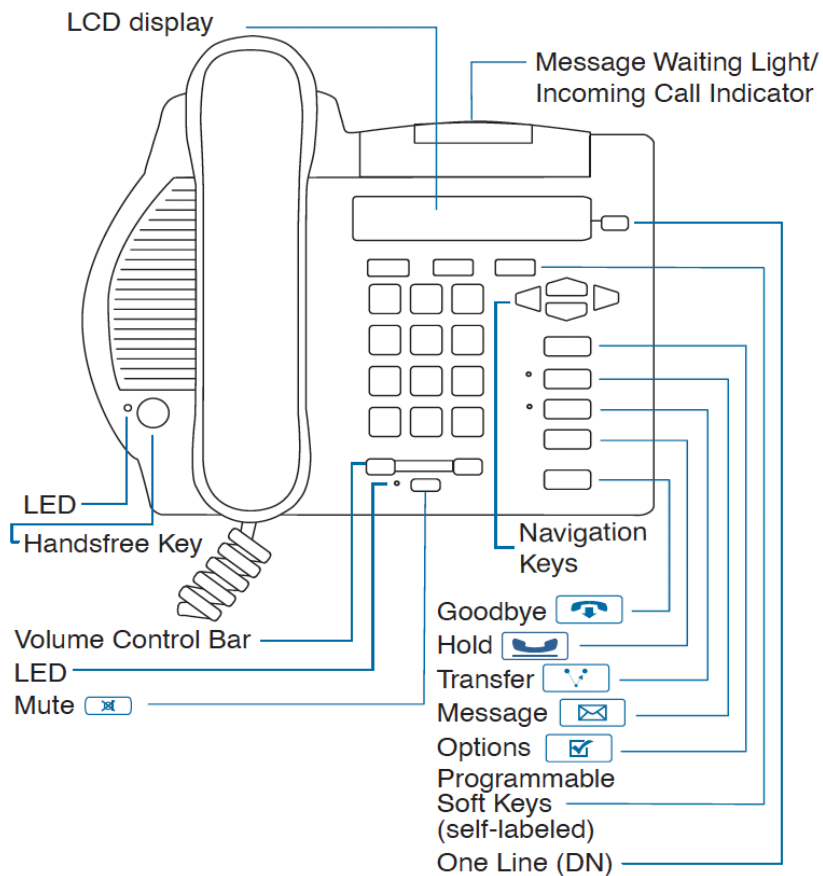| Feature	Step 1	Step 2	Step 3
Intercom	Select a free DN	Press **Intercom**	Dial the one- or two-digit code
Forward Activate	Press **Forward**	Dial number	Press **Forward**
Cancel	Press **Forward**		
Reinstate	Press **Forward** twice		
Message Retrieve a message	Select a free DN	Press **Message**	

Note: If your telephone is equipped with additional features, please refer to your Meridian Modular Telephone user guide.

DN = any extension on your telephone.

Your SPRE (Special Prefix) code is _____.

Feature	Step 1	Step 2	Step 3
Park On your DN	Press **Park** twice		
Not on your DN	Press **Park**	Dial new number	Press **Park**
Retrieve	Select a free DN code___ plus 72	Dial the SPRE	Dial number where it's parked
Using SPRE	Press **Transfer** or **Conference**	Dial the SPRE code___ plus 71	Press **Transfer** or **Conference**

Note: If your phone is equipped with a display, you can use the System Park number that appears on the screen.

Feature	Step 1	Step 2	Step 3
Redial	Select a free DN	Press **Last No** or the same DN again	
Ring Again After a busy signal	Press **Ring Again** and Rls	After Ring Again tone, select a free DN	Press **Ring Again**
Speed Call or **Sys Speed**	Select a free DN	Press **Speed Call** or **Sys Speed**	Dial code
Stored No To store	Without lifting the handset, press **Stored No**	Dial number to to store number	Press **Stored No**
To store during an active call	Press **Stored No**		
To call a stored number	Select a free DN	Press **Stored No**	
Transfer	Press **Transfer**	Dial number	Press **Transfer**
Voice Call	Pick up the handset	Press **Voice Call**	After 2 seconds ringing, deliver your message

M3902 Quick Reference Guide

LCD display

Message Waiting Light/
Incoming Call Indicator

LED

Handsfree Key

Navigation
Keys

Volume Control Bar

LED

Mute

Goodbye

Hold

Transfer

Message

Options

Programmable
Soft Keys
(self-labeled)

One Line (DN)

Continued on next page…

Feature Operation

Auto Dial

store	AutoD1	▦	▶AutoD1
use	☎	AutoD1	
display	Display	AutoD1	

Hold

place a call on hold	⌣
return to a held call	☎

Transfer

V̌	▦	V̌

Handsfree (if configured)

activate	🔊	
switch to handset	☎	
handset to handsfree	🔊	⌣

Group Listening

activate	🔊	Handsfree LED flashes
Group Listening to handsfree	🔊	Handsfree LED is solid
Group Listening to handset	🔊	🔊

Mute (On/Off)

⌧

Conference

Conf	▦	▶Conf

Last Number Redial

☎	☎

Ring Again

activate	RingAgn	
when notified	☎	▶RingAg
cancel	▶RingAg	

Call Forward

activate	Forward	▦	▶Forwar
cancel	▶Forwar		
reinstate	Forward	▶Forwar	
view number	Display	▶Forwar	

Call Pickup

☎	Pickup

Call Waiting

answer	⌣	▶CWait
return to first call	☎	☎

Message

☎	✉

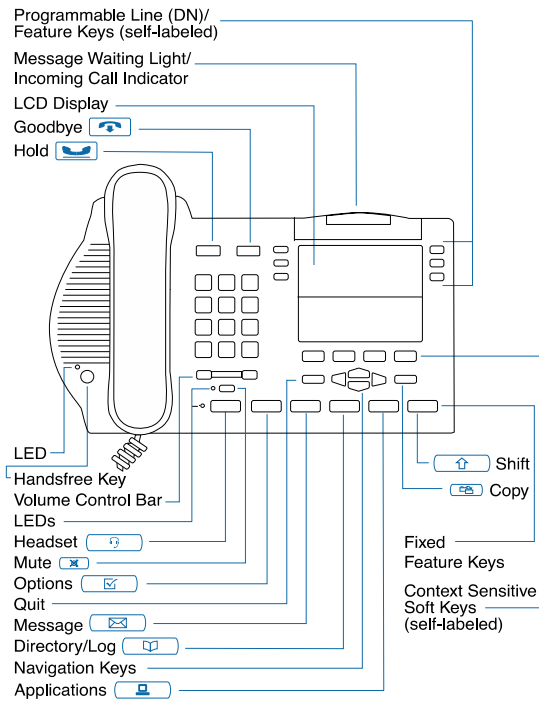## Explanations

Legend

☎	Lift the handset, or press the DN key, or press the Handsfree key.
⌣	Replace handset, or press ☎ to end the call.
▦	Dial a number.
☎	Press the line (DN) key.
▶AutoD1	The ▶ flashes when a feature is being programmed. The ▶ lights steadily when a feature is active.

Remarks

A	Enter or edit the key label (maximum of 7 characters). To access special characters, press the Up Navigation Key. Use the Navigation Keys to locate the character you want to include. Press the Select Key to select the highlighted character. Press the Return Key to return to label entry without selecting a special character.

Programming your Meridian M3902 Telephone

Options List

Access the Options List

☑	⌒/⌒	Select

Language

⌒/⌒	Done	Quit

Change feature key label

Select	⌒/⌒	Select	▦ A	Done	Quit

Contrast adjustment

Lower or Higher	Done	Quit

Volume adjustment

⌒/⌒	Select	Lower or Higher	Done	Quit

Ring type

⌒/⌒	Play	Done	Quit

Call timer control

On or Off	Done	Quit

Date/time format

⌒/⌒	Done	Quit

Key click enable

On or Off	Done	Quit

Diagnostics mode

⌒/⌒	☑

Group listening

On or Off	Done	Quit

3904 Quick Reference Guide

Introducing your Meridian Digital Telephone

Programmable Line (DN)/ Feature Keys (self-labeled)
Message Waiting Light/ Incoming Call Indicator
LCD Display
Goodbye
Hold

LED
Handsfree Key
Volume Control Bar
LEDs
Headset
Mute
Options
Quit
Message
Directory/Log
Navigation Keys
Applications

Shift
Copy

Fixed Feature Keys

Context Sensitive Soft Keys (self-labeled)

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

☑   /   Select

Language

/   Select   Done   Quit

Change feature key label

/   Select   AutoDial   Done   Quit

Screen contrast

Lower **or** Higher   Done   Quit

Volume adjustment

/   Select   Lower **or** Higher   Done   Quit

Ring type

/   Play   Select   Done   Quit

New Call Indication/Call log options

/   On **or** Off   /   Done   Quit

Live dial pad (M3904)

On **or** Off   Done   Quit

Preferred name match (M3904)

On **or** Off   Done   Quit

Area code set-up (M3904)

/   Done   Quit

Call timer enable

On **or** Off   Done   Quit

Date/time format

/   Done   Quit

Key click enable

On **or** Off   Done   Quit

Headset port on call (M3904)

On **or** Off   Done   Quit

Headset port external alerter (M3904)

On **or** Off   Done   Quit

Call indicator light (M3904)

On **or** Off   Done   Quit

On hook default path

/   Done   Quit

Display diagnostics

/   Quit

Group listening (if configured)
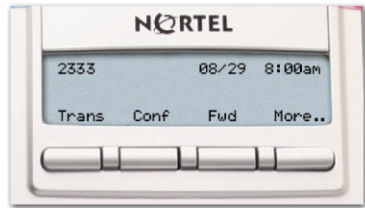
On **or** Off   Done   Quit

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

1110E Quick Reference Guide

Feature Status Lamp*

Visual Alerter/
Message Waiting indicator

LCD display screen

Context-sensitive soft keys

Navigation keys

Handset

Services key

Message/Inbox key

Speaker

Enter key

Volume keys

Goodbye key
Hold key
Line key
Expand key

Dialpad

Feature operation

Call Forward

Activate	Fwd	⊞	▶ Fwd
Deactivate	▶ Fwd		
Reinstate	Fwd	▶ Fwd	

Call PickUp

Call PickUp	☎	Pickup

Conference

Conference	Conf	⊞	▶ Conf

Hold

Place a call on hold	(Hold)
Return to a held call	(Line)

Last Number Redial

Last Number Redial	☎	(Line)

Message

Message	☎	(Msg/Inbox)

Ring Again

Activate	RngAgn	
When notified	☎	▶ RngAgn
Deactivate	▶ RngAgn	

Transfer

Transfer	Trans	⊞	▶ Trans

Adjust volume

Adjust volume	(Volume +) or (Volume -)

Legend

Icon	Action
( )	Indicates the key cap text label. For example, (Message).
☎	Lift the handset.
↓	Replace the handset.
(Goodbye)	Press the goodbye key.
⊞	Dial a number.

Legend (continued)

Icon	Action
☎	Press the line key.
▶ Fwd	An icon flashes when a feature is being programmed. An icon lights steadily when a feature is active.
🖉	Press the Services key once for server-based features, or press the Services key twice for local phone features.
📩	Press the Message/Inbox key.
▲▼	Press the Up/Down Navigation keys
↵	Press the Enter key
🔀	Press the Expand key

Services and Telephone Options menus

Services menu

🖉 (Services)   ▼   ↵

Note: The Services menu contains the Telephone Options, Password Admin, Virtual Office, and MG 1000B menus. These options are not available on all Nortel IP Phone 1110 phones. Consult your system administrator.

Telephone Options menu

The following are the most commonly used options:

Volume adjustment

Choose one of:
. Ringer
. Handset Listen
. Listen-only speaker
. Buzzer

↵   ▲▼   ↵

Contrast adjustment

▲▼   ↵

Language

▲▼   ↵

Note: This language setting controls the language used by features on your phone only. To set the language used elsewhere on your phone, press Services twice, select 1. Preferences, and select 2. Language.

Date/Time format

▲▼   ↵

Local DialPad Tone

▲▼   ↵

Ring type

▲▼   Play   ↵

Call Timer

On   Off   ↵

1120E Quick Reference Guide

Self-labeled line/programmable feature keys

Data message waiting indicator*

Message waiting indicator

NORTEL

Handset

AutoDial   AutoDial
AutoDial   2333

08/29   8:00am

Trans   Conf   Forward   More...

High-resolution
graphical display screen

Speaker

Context-sensitive soft keys

Navigation keys

Copy key
Services key
Quit/Stop key

Message/Inbox key
Shift/Outbox key
Directory key

Enter key

Goodbye key

Volume control

Expand key

Mute key

Headset key

Handsfree key

Hold key

Dialpad

Continued on next page....

Feature operation

AutoDial

Store	AutoDial ▭	⊞	AutoDial ▭
Use	☎	AutoDial ▭	
Display	Display	AutoDial ▭	

Call Forward

Activate	Fwd	⊞	▶ Fwd
Deactivate	▶ Fwd		
Reinstate	Fwd	▶ Fwd	
View number	Display	▶ Fwd	

Call Pickup

	☎	Pickup

Call Waiting

Answer	☎ (Hold)	Call Waiting
Return to first call	☎ (Goodbye)	▭

Conference

	Conf	⊞	▶ Conf

Handsfree

Activate	◄ (Handsfree)	☎ (Goodbye)	(to end the call)
Switch to handset	☎		
Handset to handsfree	◄ (Handsfree)	⬇	

Activate Headset

	🎧 (Headset)	☎ (Goodbye)	(to end the call)

Hold

Place a call on hold	☎ (Hold)
Return to a held call	▭

Last Number Redial

	☎	▭

Message

	☎	📧 (Msg/Inbox)

Ring Again

Activate	RngAgn	
When notified	☎	▶ RngAgn
Deactivate	▶ RngAgn	

Transfer

	Trans	⊞	▶ Trans

Adjust volume

	◄) (Volume +)	or	◄ (Volume -)

Legend

Icon	Action
( )	Indicates the key cap text label. For example, (Message).
☎	Lift the handset, press the line (DN) key or the **Handset** key.
⬇	Replace the handset, or press ☎ (Goodbye) to end the call.

Legend (continued)

Icon	Action
▭	Press a line/feature key.
⊞	Dial a number.
▶ AutoDial	An icon flashes when a feature is being programmed. An icon lights steadily when a feature is active.
🖉	Press the **Services** key once for Call Platform features, or press the **Services** key twice for local phone features.
📧	Press the **Message/Inbox** key.
▲▼	Press the **Up/Down Navigation** keys
↵	Press the **Enter** key
🎧	Press the **Headset** key.
📢	Press the **Handsfree** key.
🔇	Press the **Mute** (on/off) key.
📖	Press the **Directory** key.
○	Press the **Quit/Stop** key.

Services and Telephone Options menus

Services menu

🖉 (Services)   ▲▼   ↵

Note: The **Services** menu contains the **Telephone Options**, **Password Admin**, **Virtual Office**, and **MG 1000B** menus. These options are not available on all Nortel IP Phone 1120E phones. Consult your system administrator.

The following are the most commonly used options:

Telephone Options menu

Volume adjustment

Pick one of:
  Ringer
  Handset Listen
  Handsfree Listen
  Headset Listen
  Buzzer
  ↵   ▲▼   ↵   ○ (Quit)

Contrast adjustment

▲▼   ↵   ○ (Quit)

Language

▲▼   ↵   ○ (Quit)

Note: This language setting controls the language used by features on your phone only. To set the language used elsewhere on your phone, press **Services** twice, select 1. Preferences, and select 2. Language.

Date/Time format

▲▼   ↵   ○ (Quit)

Local DialPad Tone

▲▼   ↵   ○ (Quit)

Ring type

▲▼   Play   ↵   ○ (Quit)

OnHook default path

▲▼   ↵   ○ (Quit)

Note: The **Directory** key provides access to Corporate Directory, Personal Directory, Redial List, and Callers List. For additional information about your IP Phone 1120E, consult the *Nortel IP Phone 1120E User Guide (*NN43112-103*)*.

1140E Quick Reference Guide

User-defined feature keys

Feature Status Lamp*

Visual Alerter/Message Waiting indicator

Handset

Speaker

High-resolution graphical display screen

Soft keys

Copy key
Services key
Quit/Stop key

Message/Inbox key
Shift/Outbox key
Directory key

Volume control

Goodbye key

Expand to PC key

Mute key

Headset key

Handsfree key

Hold key

Navigation keys

Dialpad

Continued on next page…

Feature operation

AutoDial

Store	AutoDial ▭	▦	AutoDial ▭
Use	☎⬆	AutoDial ▭	
Display	Display	AutoDial ▭	

Call Forward

Activate	Forwad ▦	▶ Forwa
Deactivate	▶ Forwa	
Reinstate	Forwad	▶ Forwa
View number	Display	▶ Forwa

Call Pickup

☎⬆ Pickup

Call Waiting

Answer	(Hold)	Call Waiting
Return to first call	(Goodbye)	▭

Conference

Conf ▦ ▶ Conf

Handsfree

Activate	(Handsfree)	(Goodbye) (to end the call)
Switch to handset	☎⬆	
Handset to handsfree	(Handsfree)	⬇

Activate Headset

(Headset) (Goodbye) (to end the call)

Activate or deactivate Bluetooth® technology headset*

(Headset) (Headset) ⬇ ↵

Hold

Place a call on hold	(Hold)
Return to a held call	▭

Last Number Redial

☎⬆ ▭

Message

☎⬆ (Msg/Inbox)

Ring Again

Activate	RngAgn	
When notified	☎⬆	▶ RngAgn
Deactivate	▶ RngAgn	

Transfer

Trans ▦ ▶ Trans

Adjust volume

(Volume +) or (Volume -)

Legend

Icon	Action
( )	Indicates the key cap text label. For example, (Message).
☎⬆	Lift the handset, press the line (DN) key or the **Handset** key.
☎⬇	Replace the handset, or press (Goodbye) to end the call.
▦	Dial a number.

Legend (continued)

Icon	Action
▭	Press a line/feature key.
▶ AutoDial	An icon flashes when a feature is being programmed. An icon lights steadily when a feature is active.
☞	Press the **Services** key once for Call Platform features, or press the **Services** key twice for local telephone features.
⬛	Press the **Message/Inbox** key.
⌃⌄	Press the **Up/Down Navigation** keys
↵	Press the **Send/Enter** key
🎧	Press the **Headset** key.
🔊	Press the **Handsfree** key.
🎤	Press the **Mute** (on/off) key.
📖	Press the **Directory** key.
○	Press the **Quit/Stop** key.

Services and Telephone Options menus

Services menu

(Services) ▭ ↵

Note: The **Services** menu contains the **Telephone Options**, **Password Admin**, **Virtual Office**, and **MG 1000B** menus. Some options are not available on all IP Phone 1140E phones. Consult your system administrator.

The following are the most commonly used options:

Telephone Options menu

Volume adjustment

Pick one of:
Ringer
Handset Listen
Handsfree Listen
Headset Listen
Buzzer

↵ ⌃⌄ ↵ (Quit)

Contrast adjustment

⌃⌄ ↵ ○ (Quit)

Language

⌃⌄ ↵ ○ (Quit)

Note: This language setting controls the language used by features on your phone only. To set the language used elsewhere on your phone, press **Services** twice, select 1. Preferences, and select 2. Language.

Date/Time format

⌃⌄ ↵ ○ (Quit)

Local DialPad Tone

⌃⌄ ↵ ○ (Quit)

Ring type

⌃⌄ Play ↵ ○ (Quit)

OnHook default path

⌃⌄ ↵ ○ (Quit)

Note: The **Directory** key provides access to the Corporate Directory, Personal Directory, Redial List, and Callers List. For additional information about your IP Phone 1140E, consult the *Nortel IP Phone 1140E User Guide*.

* To use a headset equipped with *Bluetooth®* wireless technology, you must first configure the headset and your phone to work together. Consult the *Nortel IP Phone 1140E User Guide*.