LOGGING ON

From my phone ➔ Dial 7299 or Press Message, Press # (for mailbox). Enter password, followed by #
From another phone in office ➔ Dial 7299, Enter mailbox number, followed by #. Enter password, then #
From outside the office ➔ Dial (416) 926-7299, Enter mailbox number, followed by #. Enter password, then #

After leaving a message in user's mailbox, Press #, Dial 8 1, Enter mailbox number, followed by #. Enter password, then #

PASSWORD

You will be asked to enter:
1. New Password #
2. New Pass. Again #
3. Old Password #

GREETINGS

LOG ON ➔ 8 4 ➔ 8 3 Log Off

PERSONAL VERIFICATION

LOG ON ➔ 8 9 ➔ 5 ➔ # ➔ 7 6 Delete Stop Log Off

REPLY TO MESSAGES

PLAY MESSAGE ➔ 7 1 ➔ 5 ➔ # ➔ 7 6 Review Delete Send 8 3 Log Off

FORWARD A MESSAGE

PLAY MESSAGE ➔ 7 3 ➔ 5 ➔ # ➔ 7 6 Review Delete Send 8 3 Log Off

CREATE AND SEND MESSAGES

LOG ON ➔ 8 2 ➔ 2 ➔ 5 ➔ # ➔ 7 6 Delete 8 3 Log Off

PLAY MESSAGES

LOG ON ➔ 2 ➔ 7 0 ➔ 1 Rewind 2 Continue 3 Skip Forward 4 Prev. Mess. 5 Next Mess. 6 Envelope 7 Delete/Restore 8 Go to specific mess. num. + # 6 Pause Log Off
St. Michael's College Dialing Plan

**LOCAL CALLS**

- On site calls: 4 digit extensions
- General phone no.: 9 + area code + 7 digit number
- Switchboard: 0

**LONG DISTANCE CALLS**

- 16 + authorization code + 9 + 1 + area code + 7 digit number

**TOLL FREE**

- 9 + toll free number

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### Meridian Telephone Features

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<th>Feature Use</th>
<th>How to Use Feature</th>
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<td><strong>VOLUME CONTROL</strong></td>
<td>Adjusts ringing or listening volume</td>
<td>• Press Volume Up/Down key while set is ringing or during conversation to desired level</td>
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<tr>
<td><strong>ON-HOOK DIALING</strong></td>
<td>Dial without lifting handset</td>
<td>• Press any idle line key&lt;br&gt;• Dial required number&lt;br&gt;• Lift handset to speak</td>
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<tr>
<td><strong>HOLD</strong></td>
<td>Places established call on hold</td>
<td>• Press HOLD key (line key flashes)&lt;br&gt;• To reestablish connection, press flashing line key</td>
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<td><strong>LISTEN ON HOLD</strong></td>
<td>Listen through speaker while person puts you on hold</td>
<td>• Press HOLD key (line key flashes)&lt;br&gt;• Place handset in cradle&lt;br&gt;• Press the line key associated with the line you put on hold (it will change from flashing to steady)&lt;br&gt;• When party returns lift handset</td>
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<tr>
<td><strong>CALL TRANSFER</strong></td>
<td>Transfers an established call to another extension</td>
<td>• Press CONFERENCE&lt;br&gt;• Listen for dial tone&lt;br&gt;• Dial ext. and announce transfer&lt;br&gt;• Press CONFERENCE&lt;br&gt;• Hang up</td>
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<tr>
<td><strong>CONSULTATION HOLD</strong></td>
<td>Allows private consultation with a second party, then return to your original call</td>
<td>• Press CONFERENCE&lt;br&gt;• Listen for dial tone&lt;br&gt;• Dial number of third party&lt;br&gt;• Consult with third party&lt;br&gt;• When finished press the flashing line key to reconnect</td>
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### CONFERENCE

- Adds up to 6 people to an existing conversation.<br>Note: add long distance last, 1 person must be kept in system

- **TO ACTIVATE**
  - Call first party<br>  - Press CONFERENCE<br>  - Listen for dial tone<br>  - Dial number of third party<br>  - Announce conference<br>  - Press CONFERENCE<br>  - Repeat as many as 6 times

- **TO DEACTIVATE**
  - Press CALL FORWARD (indicator flashes)<br>  - Dial extension number<br>  - Press CALL FORWARD (indicator steady)<br>  - Press CALL FORWARD<br>  - Press CALL FORWARD twice

### CALL FORWARD

- Redirects calls to another extension (internal only)<br>Note: to forward your phone directly to voicemail, forward to ext. 7299

- **TO ACTIVATE**
  - Press CALL FORWARD (indicator flashes)<br>  - Dial extension number<br>  - Press CALL FORWARD (indicator steady)<br>  - Press CALL FORWARD<br>  - Press CALL FORWARD twice

### LAST NUMBER REDIAL

- Redials the last number dialed from your set

- **TO DEACTIVATE**
  - Press line key twice

### CALL PICK-UP

- Answers a co-workers phone from your extension

- **TO DEACTIVATE**
  - Press any idle line key<br>  - Press CALL PICK-UP key

### AUTO DIAL

- Automatically dials a stored no.

- **TO PROGRAM**
  - Press AUTO DIAL key<br>  - Enter number to be stored<br>  - Lift receiver or press line key<br>  - Press AUTO DIAL key

- **TO USE**
  - Lift receiver or press line key<br>  - Press AUTO DIAL key

### STORED NUM. REDIAL

- Programmable list of 10 numbers

- **TO PROGRAM**
  - Press SPEED CALL key<br>  - Enter Access Code (0-9) followed by number<br>  - Lift receiver or press line key<br>  - Press SPEED CALL key<br>  - Enter desired Access Code

- **TO USE**
  - Lift receiver or press line key<br>  - Press SPEED CALL key<br>  - Enter desired Access Code

### SPEED CALL

- Allows user to dial co-worker (internally) using 2 digit number (must be in same intercom group)

- **TO PROGRAM**
  - Press SPEED CALL key<br>  - Enter Access Code (0-9) followed by number<br>  - Lift receiver or press line key<br>  - Press SPEED CALL key<br>  - Enter desired Access Code

- **TO USE**
  - Lift receiver or press line key<br>  - Press SPEED CALL key<br>  - Enter desired Access Code

- **TO DEACTIVATE**
  - Press line key twice

- **TO DEACTIVATE**
  - Press any idle line key<br>  - Press CALL PICK-UP key

- **AUTO DIAL**
  - Automatically dials a stored no.

- **TO PROGRAM**
  - Press AUTO DIAL key<br>  - Enter number to be stored<br>  - Lift receiver or press line key<br>  - Press AUTO DIAL key

- **TO USE**
  - Lift receiver or press line key<br>  - Press AUTO DIAL key

- **STORED NUM. REDIAL**
  - Programmable list of 10 numbers

- **TO PROGRAM**
  - Press STORED NO. key<br>  - Number is automatically stored<br>  - Enter number you wish to store<br>  - Press STORED NO. key

- **TO USE**
  - Press STORED NO. key<br>  - Lift receiver or press line key<br>  - Press AUTO DIAL key

- **DIAL INTERCOM**
  - Allows user to dial co-worker (internally) using 2 digit number (must be in same intercom group)

- **TO PROGRAM**
  - Press INTERCOM key<br>  - Listen for dial tone<br>  - Dial 2 digit intercom number

- **TO USE**
  - Listen for dial tone<br>  - Dial 2 digit intercom number