

# MERIDIAN MAIL COMMANDS

EXPRESS MESSAGING

ON SITE: ext. 7298

OUTSIDE OFFICE: (416) 926-7298

## 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

(6 digit minimum)

You will be asked to enter:

- 1. New Password **#**
  - 2. New Pass. Again **#**
  - 3. Old Password **#**
- LOG ON → **8 4** → **8 3** Log Off

## PERSONAL VERIFICATION

- LOG ON → **8 9** → **5** → **#** → **2** Review
  - 7 6** Delete
  - 8 3** Log Off
- Record Stop

## REPLY TO MESSAGES

- PLAY MESSAGE → **7 1** → **5** → **#** → **2** Review
  - 7 6** Delete
  - 7 9** Send
  - 8 3** Log Off
- Record Stop

## FORWARD A MESSAGE

- PLAY MESSAGE → **7 3** → enter mailbox, name or list number → **# #** → **5** → **#** → **2** Review
  - 7 6** Delete
  - 7 9** Send
  - 8 3** Log Off
- Record Stop

## GREETINGS

- LOG ON → **8 2** → **2** → **5** → **#** → **7 6** Delete
  - 6** Exit
  - 8 3** Log Off
- External Internal Temporary Record Stop
- 2** Review
  - 5** Re-record

## CREATE AND SEND MESSAGES

- LOG ON → enter mailbox(es), name(s) or list number → **7 5** → **# #** → **5** → **#** → **2** Review
  - 7 9** Send
  - 8 3** Log Off
- Record Stop

## PLAY MESSAGES

- LOG ON → **2** → **1** Rewind
  - 2** Continue
  - 3** Skip Forward
  - 4** Prev. Mess.
  - 6** Next Mess.
  - 7 1** Reply (Internal only)
  - 7 2** Envelope
  - 7 3** Forward
  - 7 6** Delete/Restore
  - 7 6** Delete/Restore
  - 8 6** Go to specific mess. num. + #
  - 8 3** Log Off
  - #** Pause
- Play During review you can After review you can

- 7 0** → **1** Urgent
  - 2** Standard
  - 3** Economy
  - 4** Private
  - 5** Acknow
  - 6** Timed Delivery
- Message Options

## LOG OFF

**8 3**

# 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

# Meridian Telephone Features

FEATURE	FEATURE USE	HOW TO USE FEATURE
VOLUME CONTROL	Adjusts ringing or listening volume	<ul style="list-style-type: none"> <li>Press Volume Up/Down key while set is ringing or during conversation to desired level</li> </ul>
ON-HOOK DIALING	Dial without lifting handset	<ul style="list-style-type: none"> <li>Press any idle line key</li> <li>Dial required number</li> <li>Lift handset to speak</li> </ul>
HOLD	Places established call on hold	<ul style="list-style-type: none"> <li>Press HOLD key (line key flashes)</li> <li>To reestablish connection, press flashing line key</li> </ul>
LISTEN ON HOLD	Listen through speaker while person puts you on hold	<ul style="list-style-type: none"> <li>Press HOLD key (line key flashes)</li> <li>Place handset in cradle</li> <li>Press the line key associated with the line you put on hold (it will change from flashing to steady)</li> <li>When party returns lift handset</li> </ul>
CALL TRANSFER	Transfers an established call to another extension	<ul style="list-style-type: none"> <li>Press CONFERENCE</li> <li>Listen for dial tone</li> <li>Dial ext. and announce transfer</li> <li>Press CONFERENCE</li> <li>Hang up</li> </ul>
CONSULTATION HOLD	Allows private consultation with a second party, then return to your original call	<ul style="list-style-type: none"> <li>Press CONFERENCE</li> <li>Listen for dial tone</li> <li>Dial number of third party</li> <li>Consult with third party</li> <li>When finished press the flashing line key to reconnect</li> </ul>

CONFERENCE	Adds up to 6 people to an existing conversation. note: add long distance last, 1 person must be kept in system	<ul style="list-style-type: none"> <li>Call first party</li> <li>Press CONFERENCE</li> <li>Listen for dial tone</li> <li>Dial number of third party</li> <li>Announce conference</li> <li>Press CONFERENCE</li> <li>Repeat as many as 6 times</li> </ul>
CALL FORWARD	Redirects calls to another extension (internal only) note: to forward your phone directly to voicemail, forward to ext. 7299	<p>TO ACTIVATE</p> <ul style="list-style-type: none"> <li>Press CALL FORWARD (indicator flashes)</li> <li>Dial extension number</li> <li>Press CALL FORWARD (indicator steady)</li> </ul> <p>TO DEACTIVATE TO REINSTATE</p> <ul style="list-style-type: none"> <li>Press CALL FORWARD</li> <li>Press CALL FORWARD twice</li> </ul>
LAST NUMBER REDIAL	Redials the last number dialed from your set	<ul style="list-style-type: none"> <li>Press line key twice</li> </ul>
CALL PICK-UP	Answers a co-workers phone from your extension	<ul style="list-style-type: none"> <li>Press any idle line key</li> <li>Press CALL PICK-UP key</li> </ul>
AUTO DIAL	Automatically dials a stored no.	<p>TO PROGRAM</p> <ul style="list-style-type: none"> <li>Press AUTO DIAL key</li> <li>Enter number to be stored</li> <li>Press AUTO DIAL key again</li> </ul> <p>TO USE</p> <ul style="list-style-type: none"> <li>Lift receiver or press line key</li> <li>Press AUTO DIAL key</li> </ul>
STORED NUM. REDIAL WHILE ON AN ESTABLISHED CALL		<p>TO STORE MANUALLY</p> <ul style="list-style-type: none"> <li>Press STORED NO. key</li> <li>Number is automatically stored</li> <li>Press STORED NO. key</li> <li>Enter number you wish to store</li> </ul> <p>TO USE</p> <ul style="list-style-type: none"> <li>Lift receiver or press line key</li> <li>Press STORED NO. key</li> </ul>
SPEED CALL	Programmable list of 10 numbers	<p>TO PROGRAM</p> <ul style="list-style-type: none"> <li>Press SPEED CALL key</li> <li>Enter Access Code (0-9) followed by number</li> <li>Press SPEED CALL key</li> </ul> <p>TO USE</p> <ul style="list-style-type: none"> <li>Lift receiver or press line key</li> <li>Press SPEED CALL key</li> <li>Enter desired Access Code</li> </ul>
DIAL INTERCOM	Allows user to dial co-worker (internally) using 2 digit number (must be in same intercom group)	<ul style="list-style-type: none"> <li>Press INTERCOM key</li> <li>Listen for dial tone</li> <li>Dial 2 digit intercom number</li> </ul>