Saint Louis University

TELEPHONE TRAINING

MERIDIAN M3904 TELEPHONES
QUICK REFERENCE CARD

INTERCOM CALLS
Press Intercom, Dial 1 or 2 digit code

SPEED CALLS
Press the Line key.
Press the SpcCtlr key.
Dial the Speed Call number.

REDIAL & PREDIAL
• Press Directory/Log key.
• Use arrow to highlight the Redial List.
• Press Select.
• Find the # and press Dial.

Voice Mail
CHECKING VOICE MAIL FROM YOUR OFFICE
• Press the Message key.
• Press the # key.
• Enter your password then the # key again.

CHECKING VOICE MAIL FROM ANOTHER OFFICE
• Dial 7-6245. (MAIL)
• Dial your mailbox number (7+4 digit number)
• Press the # key.
• Enter your password then the # key again.

CHECKING VOICE MAIL FROM OUTSIDE SLU
• Dial 977-6245. (MAIL)
• Dial your mailbox number (7+4 digit number)
• Press the # key and enter your password then the # key again.

Voice Mail Codes
Press 8* for a complete list.
# - Pause while listening
1 - Skip backwards 5 seconds
3 - Skip forward 5 seconds
5 - Bypass greeting
6 - Go to next message
9 - Dial sender’s phone
71 - Reply to sender
73 - Forward message
76 - Delete message (press 76 - again to restore a deleted message before hanging up.
80 - Change the “0” option (if you are out of the office they can press 0 to reach someone designated.)
83 - Log out.

CONFERENCE CALLS
• While on a call, press the Conference key.
• Dial the # you want to add to the call.
• Press the Connect key.

FORWARD A PHONE
• Press the Forward key.
• Dial the number of the station where your call is to be forwarded.
• Press Forward again.
• To cancel, press Forward

CALL PICKUP
• Pick up handset to hear a dial tone.
• Dial 13 or press the Call Pickup key.
• You may now answer the call going to other station.

TRANSFERING A CALL
• Press the Transfer key.
• Dial the number where you want to transfer the call.
• Press Connect.

CALL PARK
• Press the PARK key.
• Record the 3 digit number where your call is Parked then press OK
• From any phone, dial the 3 digit number to connect.