

MERIDIAN VOICE MAIL

- LOG ON --
1. Call meridian mail . . .
 2. Dial your mailbox number
 3. Dial your password

TO RECORD A PERSONAL GREETING:

Dial 82 to record your greeting
Dial 1 for external greeting
Dial 2 for internal greeting
Dial 5 to begin recording
Dial # to end greeting
Dial 2 to listen to your greeting
Dial 76 to delete
Dial 5 to rerecord
To exit greeting mode press 4 to return to commands
Dial 83 to disconnect

TO RECORD A MESSAGE:

Dial 75 to record
Dial mailbox number to receive message
Dial # between each entry
Dial ## at the end of list
Dial 5 to begin recording
Dial # at the end of message
Dial 2 to listen to your message
Dial 5 to add to your message
Dial # at end of message
Dial 79 to send message
Dial 83 to disconnect

TO LISTEN TO MESSAGES:

Dial 2 to play message
Dial 2 to play message again
Dial 76 to delete
Dial 6 to go to next message
Dial 9 to respond to sender
Dial 83 to disconnect

TO CHANGE YOUR PASSWORD:

Dial 84
Enter your new password number
Re enter your new password number
Enter your old password number
(Your password is now changed)
Dial 83 to disconnect

OTHER KEYPAD COMMANDS:

86 Go to ____ (any number message)#
1 Skip back 5 seconds
3 Skip forward 5 seconds
4 Go to previous message
6 Go to next message
* Help
Stop, end of message, enter

OPTIONS

NAME DIALING:

Dial express message number
You will be asked for extension numbers
Dial name dialing access code
Enter last name on key pad
Enter first name on key pad number
You will be interrupted when name is found
Press # to enter

PERSONAL VERIFICATION:

Dial 89
Dial 5 to record
Press # to end recording

EXPRESS MESSAGE:

Dial express message number
Enter mailbox number
Press number
Begin recording

MERIDIAN MAIL VOICE MESSAGING

- LOG ON
1. Call Meridian Mail _____
 2. Call your mailbox number _____
 3. Dial your password _____

OPERATOR ASSISTANCE:

Dial 80 for Mailbox Options
Dial 1 to edit custom operator
Enter new number plus #
Enter mailbox

THRU DIAL:

Dial 0, then extension plus # before or after you
have listened to the greeting

CALL SENDER:

Dial 9 to call sender of message
After disconnecting, press line key
Dial 4

REPLY TO MESSAGE:

Dial 71 to reply to a message
Dial 5 to record reply
Dial 2 to review reply
Dial 79 to send reply

FORWARDING MESSAGES:

Dial 73 to forward message
Enter mailbox number (or distribution list)
Dial #
(To remove a mailbox from distribution list,
enter mailbox plus 0 plus #)
Dial 5 to record an introduction
Dial 79 to send

TAGGING MESSAGES:

Dial 70 to tag a message
Dial appropriate number
Dial 79 to send

DISTRIBUTION LISTS:

Dial 85 to create your list
Dial a number from 1 to 9 to identify list
Dial #
Dial 5 to compose list
Enter mailboxes plus #
Dial # when list is complete

* * MERIDIAN MAIL REMINDERS * *

- Your mailbox number is your extension.
- Record your personal greeting as soon as you can, include the option to dial "O" for further assistance.
- Life handset to record; never record over speaker.
- Dial 2 to listen to your messages.
- Use express mail when transferring a caller to a mailbox.
- When name dialing, for the letter "Q" press 7; for the letter "Z" press 9.
- Dial 76 after a message to delete it.
- Use the number sign (#) to let the system know you are done entering digits or done recording.
- Change your password to keep your mailbox confidential.
- Dial 83 to log out of the system !!