

# VOICE MAIL

## VOICE MAIL ACCESS CODE: 4300

### To Log In:

Access Dial Tone...Press the Message Key...Enter Your mailbox number...Press #...Enter your password (1+mailbox number at initial log on only)... Press #. After the initial log on you are prompted to change your password. You cannot use passwords like 1111, 1234.

**Note: If you do not have a Message key... Dial ...4300...to access voice mail.**

### To Log On From Outside

Dial **949-4300**...Enter your mailbox number... Press #...Enter your password...Press # again.

### To Change Your Password (84):

Access Meridian Mail and Log on...Enter your old password...Press #...Enter a new password (4 – 16 digits )...Press #...Enter the new password again..#

### To Record an External, Internal or Temporary Greeting (82):

Access Meridian Mail and Log on...Enter **82**...Press **1** for external greeting...**2** for internal greeting...**3** for temporary greeting...Press **5** to record...Press # to stop recording...Press **2** to review. Press **76** if you wish to delete the recorded greeting. Press **5** to rerecord the deleted greeting.

### To set the expire date for your temporary greeting (82):

After recording your temporary greeting Press **9** Enter the month, day and time, pressing # after each entry. For the current month or day Press # only. Press # # # sets “no expiry”

### Script for Personal Greeting:

You have reached the voice mailbox of (your name). Please leave your name, phone number, and message after the tone and I will return your call.

### To Play Your Messages:

Press **2** Play recorded message

Press **6** Go to the next message

Press **4** Go to the previous message

Press **1** Skip backward 5 seconds at a time

Press **76** Delete the message

Press **76** Restore the deleted message

Press # Pause during playback

Press **72** To hear the date & time message was left

### To Log Off (83):

Dial **83**...hang up