

Logging in to your mailbox

To log in

- 1 Dial the Meridian Mail access number, or press the message key on your phone.
- 2 Enter your mailbox number, then press #, or at your own phone, just press #.
- 3 Enter your password, then press #.

Changing your password

- 1 While logged in to your mailbox, press **84**.
- 2 Enter your new password, then press #.
- 3 Enter your new password again, then press #.
- 4 Enter your old password, then press #.

Recording greetings

- 1 While logged in to your mailbox, press **82**.
- 2 Press **1** for external greeting, **2** for internal greeting, or **3** for temporary greeting.
- 3 Press **5** to record. Wait for the tone, then record your greeting.
- 4 Press # to end your recording.
 - ▶ To play your greeting, press **2**.
- 5 Press **4** to return to your messages.

Your Meridian Mail numbers

Mailbox number _____
Voice Messaging access # _____
Express Messaging # _____
Name Dialing/Addressing prefix _____
Telephone addressing prefix _____
Prefixes for other network sites _____

Remote Notification

To turn Remote Notification on and off

- 1 While logged in to your mailbox, press **80**, then **2** for Remote Notification.
- 2 Select a schedule type. Press **1** for temporary schedule, press **2** for business schedule, or press **3** for non-business schedule.
- 3 At each schedule, press **76** to turn it on or off.

To change Remote Notification setup

You can change your schedule type, time periods, telephone or pager numbers, and notification start and end times.

- 1 In Remote Notification, select temporary, business, or non-business schedule.
- 2 Press **5** to change the settings.
- 3 At each setting, change it if required, or press # to leave the setting without change.
- 4 Press # to exit setup change.

Composing messages

- 1 While logged in to your mailbox, press **75**.
- 2 Enter the first address, then press #.
You can address to mailbox numbers, distribution list numbers, network users, open network users, external telephone numbers, and spelled names.
- 3 Continue to enter addresses followed by #.
(To cancel an address, press **0#**.)
- 4 When you have finished, press # again.
- 5 Press **5**, wait for the tone, then start to record.
- 6 Press # to end your recording.
 - ▶ To play the message, press **2**; to add options, press **70**.
- 7 Press **79** to send the message.

Playing your messages

To play your messages

When you log in to your mailbox, you hear the mailbox summary.

- ▶ To play the current message, press **2**.
- ▶ To go to the next message, press **6**; to go to the previous message, press **4**.
- ▶ To go to a specific message, press **86**, enter the message number, then press #.

To review and respond to your messages

While you are playing a message:

- ▶ To skip back five seconds, press **1**; to skip forward five seconds, press **3**.
- ▶ To increase the message speed, press **23**; to decrease the message speed, press **21**.
- ▶ To increase the message volume, press **26**; to decrease the message volume, press **24**.
- ▶ To pause, press #; to continue, press **2**.

Before, during, or after playing a message:

- ▶ To play the message envelope, press **72**.
- ▶ To delete the message, press **76**. To restore it, return to the message and press **76**.
- ▶ To call the sender, press **9**; to reply to the message, press **71**; to reply to the sender and all recipients, press **74**; to forward the message, press **73**.

To disconnect, press **83**, or hang up.

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