

## MERIDIAN MAIL / CALL PILOT – VOICE MESSAGING

### Log on – To access your mailbox

1. Dial the Meridian Mail number (On-Campus: **866** / Off-Campus: **847-9866**)
  - A. If you have a message key, press that
  - B. Wait until Meridian Mail answers
2. Dial your mailbox number (same as your extension number)
3. Press #
4. Dial your password (initially until changed: 1 plus your extension number)
5. Press #

### Log off – To exit your mailbox

When finished with all mailbox procedures, press 83

### To listen to your messages

1. Log on (hear how many new messages you have)

At this point, here are some of your options:

- 2 to play
- 1 to skip backwards five seconds
- # to pause; 2 to continue
- 3 to skip forward five seconds
- 73 to Forward, then 79 to send it
- 71 to Reply to sender of message, then 79 to send it
- 76 to delete
- 76 to restore (must be deleted message)
- 6 to go to next message
- 4 to go to previous message

### To change your password

1. Log on
2. Press 84 (new password may be 4 – 16 digits)

### To record your greeting (external, internal or temporary)\*

1. Log on
2. Press 82
3. Press “1” for external, “2” for internal, or “3” for temporary greeting
4. Press “5” (start speaking after the beep)
5. Press # when finished recording
6. To listen to greeting, press “2”
7. Press 4 to exit

\* When recording your greeting, be sure to include a “way out” of your mailbox for the caller. The options are: Dial “0” to reach the switchboard; or, “0 plus the extension number and #” to reach another extension.

#### To record personal verification

1. Log on
2. Press 89

#### To record and send a message

1. Log on
2. Press 75
3. Dial each mailbox or distribution list no. followed by # (If a mailbox no. is entered incorrectly, press 0 # to cancel it)
4. Press # to end addressing
5. Press “5” (start recording after the beep)
6. Press # when finished recording
7. Press 79 to send

(While recording, you have these options: Press “1” to skip backwards five seconds; “2” to listen to the message before sending; “3” to skip forward five seconds; “5” to add to the message; “#” to pause / “5” to resume recording; “76” to delete message)

#### To create a distribution list

1. Log on
2. Press 85
3. Enter a number 1 to 9
4. Press #
5. Press 5 (enter mailbox numbers separated by a #)
6. Press # at end of list
7. Press 2 to review entries

#### Express messaging

1. Dial express message number \_\_\_\_\_
2. Dial mailbox number of message recipient
3. Press # (start speaking after the beep)
4. Hang up

#### Change custom operator assistance number

1. Log on
2. Press 80
3. Press 1
4. Enter new extension number
5. Press #

#### Help

For general – press “\*”