

MERIDIAN MAIL

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Voice Mail Telephone # (415)926-4242
Voice Mail DN 4242

Express Messaging Telephone # (415)926-4555
Express Messaging DN 4555

1. LOG ON*

(A)** From own telephone with a message waiting key:

1. Lift Receiver
2. Depress Message Waiting Key or dial 4242
3. When connected - Depress#
- Enter password + #

(B) From own telephone without message waiting key:

1. Lift Receiver
2. Dial 4242 (Meridian Mail Ext.)
3. When connected - Depress #
- Enter Password + #

(C) From a telephone other than your own

1. Lift Receiver
2. Dial 4242 (Meridian Mail Ext.)
3. When connected - Enter your mailbox number + #
- Enter Password + #

(D) From a telephone outside the system

1. Lift Receiver
2. Dial (415)926-4242 (Meridian Mail DID number)
3. When connected - Enter your mailbox number + #
- Enter Password + #

2. LOG OFF

Depress 83 - "Goodbye"

Note: Log off every time you enter the system to ensure the ports are free

3. CHANGE PASSWORD

1. Log in
2. Depress 84
Enter new password + #
Enter new password + #
Enter old password + #
("Your password has been changed")
Exit 83
Note: New password must be 4 digits

** Multiline sets will have a message key which when pressed will automatically dial into voice mail allowing messages to be retrieved.

***Single line sets give stutter dial tone when a message is waiting. User must then dial the voice mail DN 4242 to retrieve messages.

4. RECORD YOUR NAME (PERSONAL VERIFICATION)

1. Log in
2. Press 89. "The spoken name is (name)."
or "There is no spoken name for mailbox (number)."
3. Press 5 to record. Wait for tone, then speak your name.
4. Press #. The system will play the name back
"The spoken name is _____."
5. Press 2 to hear name again.
6. Press 5 if you wish to re-record.
7. Press 76 if you wish to delete.
8. Exit 83.

5. RECORD OR CHANGE MAILBOX GREETING

Login - Mailbox + #
- Password + #

To Record Internal Greeting

- press 822
- press 5 - wait for tone to speak
- press # when finished
- press 2 to replay greeting
- press 76 to delete greeting
- press 4 to return to messages
- press 83 to log off

To Record External Greeting

- press 821
- press 5 - wait for tone to speak
- press # when finished
- press 2 to replay greeting
- press 76 to delete greeting
- press 4 to return to messages
- press 83 to log off

6. PLAYING YOUR MESSAGES

Press - 2 to play message
2 to repeat message
to pause during playback
2 to continue
1 to skip backwards 5 seconds
3 to go forward 5 seconds
76 to delete message

7. **COMPOSE A MESSAGE**

Login - Mailbox + #
- Password +#

Press 75

Enter mailbox numbers followed by #

- # - when finished
- 5 - wait for the tone, then speak
- # - to stop recording
- 79 - to send message
- 83 - to log off

Enables you to leave messages for someone without calling their extension #.

8. **REPLY TO MESSAGES**

To reply to sender of a message when sent from a Meridian Mail User

Go to message to which you want to reply

- Press - 71 to reply
- 5 wait for tone then speak
 - # when finished speaking
 - 79 to send message

To reply to the sender of a message, & to everyone else who received it

- Press - 74 reply all
- 72 to hear list of people who will receive your reply
 - 5 wait for tone then speak
 - # when finished speaking
 - 79 to send message

To forward a message that you have received

- Press - 73 enter mailbox number
- ## after mailbox number
 - 5 to record additional information with forwarded message
 - 79 to send
- LAST #
to stop*

To return to listening to messages

Press - 2

9. **TO BYPASS OTHER GREETINGS**

Press 5 immediately and you will hear the record tone or press #.

10. TAGGING MESSAGES

Before you send your message

Press 70 - message option

- Press - 1 urgent
- 4 private
- 5 acknowledge
- 6 time delivery

11. TO COMPOSE A PERSONAL DISTRIBUTION LIST

Login - Mailbox + #
- Password + #

- Press 85

Enter the distribution list followed by #

Enter number 1 to 9 that you haven't already used to name a personal distribution list

- Press #
- Press 5 to compose distribution list
- Enter mailbox numbers separating each one from the next with a #
- Press # when finished
- Press 2 to listen to distribution list

12. ALTERNATIVE LOGON

To log on to your mailbox after leaving a message

- Finish recording by entering #
- Press 81

You can now log onto your mailbox as usual by entering your mailbox number, a number sign, your password, then another number sign.

13. THE HELP SERVICE

- General help press *
- Message command help press 7 *
- Mailbox command help press 8 *

14. ATTENDANT ASSISTANT DIAL THRU , DIAL SENDER

To speak to an attendant press 0 + EXT + #

15. MOVING AROUND YOUR MAILBOX

- Press
- 6 to move forward to next message
 - 4 to move back to previous message
 - 86 enter the message number then # allows you to go to a specific message