

# Meridian Mail User Guide - Voice Mail System

## To log in from your office phone:

1. Dial 651-4545 and wait for prompt.  
Note: When on campus, you may dial 4545.
2. Dial the last four digits of your office phone number and press #.
3. Dial your numeric password and press #.

## To play your messages:

After logging in to Meridian Mail, you will hear the mailbox summary.

Press 2 to play a message.

Note: You will hear the messages in order of date and time.

Press 76 to delete a message after you hear it. You will automatically be taken to the next message.

Press 6 to go to the next message if you do not want to delete the previous one.

Press 1 to skip back.

Press 3 to skip forward.

Press 81 to empty your entire mailbox.

## To change your password:

1. While logged in to Meridian Mail, press 84.
2. Enter your new numeric password, then press #.  
Note: Your password may be from 4 - 16 numbers except the characters # and \*.
3. Enter your new password again, then press #.
4. Enter your old password, then press #.

## To record your greeting:

1. While logged in to Meridian Mail, press 82.
2. Press 1 for external greeting or 2 for internal greeting.  
Note: Callers from outside the college hear your external greeting and callers within the college hear your internal greeting.

If you want to hear the current greeting, press 2.

3. Press 5 to record. Wait for the tone before you start to speak.
4. Press # to end the recording.

Press 2 to play your greeting.

Press 76 to delete a greeting.

Press 4 to exit.