Student Meridian Mail

To Set Up:
You must call from your room/office telephone (the telephone number the voice mail is assigned to) the first time you set it up.
Dial the system access number - 298-6245 (MAIL) (you must dial this anytime you want to access your voice mail).

You will hear an introduction, “Welcome to Call Answering”, about voice mail the first time you call in. You will need to listen to this and at the end it will tell you to press 9 for mailbox set up. This will be setting up the main mailbox.

To record an external greeting
Press 9 for mailbox setup (unless you are already in mailbox setup)
Press 1 to record a greeting
Press 4 to start recording
Press # to end recording

• To play greeting you recorded, press 1
• To re-record the greeting, press 4 to record, then # to end recording
• To delete the greeting, press 3

When you are satisfied with your recording, press 2 or *.

Create password
Press 9 for mailbox setup (unless you are already in mailbox setup)
Press 2 to create or change your password. (you must have a password to access your mailbox from any phone. Without a password, you can only access your mailbox from your own phone.)
Enter your new password, then press #
Enter the same password to verify, then press #

To record your personal verification
Press 9 for mailbox setup (unless you are already in mailbox setup)
Press 3 to record your name
Press 4 to start recording
Press # to end recording

• To play the name you recorded, press 1
• To re-record it, press 4 to record, then # to end recording

When you are satisfied with your recording, press 2 or *

You will need to be at your room/office telephone the first time you access your voice mail. Once you create a password, you can access your voice mail from any
location by dialing 298-6245 and entering your mailbox number and password.

Once the main mailbox is set up, then you can create sub mailboxes for each individual that shares this telephone.

Sub mailbox Setup
- Press 9 for mailbox setup (unless you are already in mailbox setup)
- Press 9 to select other options
- Press 2 to select sub mailbox set up.
- Follow the prompts for setting up the sub mailbox. You will name the sub mailbox or its user, and create a first password.
- When you have finished, press * to return to mailbox setup. Press * again to return to main menu.
- To log off (goodbye) press **

When you have messages, you will hear a stutter dial tone when you lift your handset. You are still able to make outgoing calls, it is just to let you know to check your messages.