

Meridian Voice Mail

Voice Mail must be added to your telephone line prior to set up.

STUDENTS

Call 298-2713 to request Voice Mail
Directions are available from your Residence Hall Front Desk.

FACULTY/STAFF

Call 298-2709 to request Voice Mail

Set Up - From your own office

Dial the system access number - 298-0600 (you must dial this anytime you want To access your voice mail).

Enter your mailbox number – this is your telephone number (the entire 298#) then press #

Enter your password - this is your telephone number (the entire 298#) then press #
At this time, the system will say that your password has expired and you need to press 84 to change this password. It will ask you to enter a new password and press # and then it will ask you to enter it again to confirm. You will then need to enter your old password to verify (the entire 298 #).

The first time you access your voice mail, you will need to be at your office telephone. After that first time, you can access your voice mail from any location by dialing 298-0600 and entering your mailbox number and password.

To record an external greeting

Press 82 mailbox commands – greetings

Press 1 for external greeting (this will be heard by everyone who calls you.)

Press 5 to begin recording

Press # to stop

Press 2 to review greeting, Press 5 to add to it, Press 76 to delete it

To exit Press 4

More information press *

To record your personal verification

Press 89 for mailbox commands – personal verification

Press 5 to record

Press # to end recording

Press 2 to review or 5 to re-record

Press 83 to log off

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.

** Please see the Meridian Mail Voice Messaging User Guide for more options or listen to the canned operator.