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.