MERIDIAN MAIL INSTRUCTIONS

IMPORTANT NUMBERS
Stephens/OPC – Voicemail 526-5900 or 5900 (internal)  Auto attendant – 526-6990 or 6990(internal)
Jones/Ar Cares - Voicemail 526-6999 or 6999 (internal)  Auto attendant – 526-6000 or 6000(internal)
Freeway – Voicemail 296-1755 or 1755(internal)  Auto attendant – 296-1745 or 1745(internal)

LOGGING INTO YOUR MAILBOX FROM YOUR TELEPHONE: Press Message Key or dialing the voicemail extension. Press #. Enter your password, then press # again. **NOTE: The first time you log into your mailbox, your default password will be 9 plus your 4 digit extension. When the system prompts you to enter your old password, it is expecting the 9 plus your 4 digit extension.

TO LOG ON FROM ANOTHER TELEPHONE: Dial the voicemail number. Enter your mailbox number, then press #. Enter your password, then press #.

ONCE LOGGED ON…………

CHANGING YOUR PASSWORD: Press 84. Enter your existing or default (9 plus your 4 digit extension) password followed by the # sign. Enter your new password and # again. Then re-enter your new password and # again to confirm.

CHANGING YOUR GREETING: Press 82. Then follow the prompts.
External greeting – Press 1
Internal greeting – Press 2
Temporary greeting – Press 3

Press 5 to record. Wait for the tone, then record your greeting. Press # to end the recording.
Press 2 to play your greeting.
Press 76 to delete unwanted greeting.

RECORDING/CHANGING YOUR PERSONAL VERIFICATION: Press 829. Press 5 to record. Wait for then tone, then record your name. Press # to end the recording. ** Note: Do not record a greeting here, just your name. This recording is your name only. It is used with Express Messaging, Name Dialing, and Remote Notification announcements.

STANDARD COMMANDS COMMON TO ALL MAILBOX FEATURES:
Press 2 to listen to messages.
Press 1 to rewind the message 9 seconds
Press 3 to fast-forward the message 9 seconds
Press 4 to go to the previous message
Press 5 to record a message
Press 6 to go to the next message
Press 9 to listen to the call sender
Press 73 to forward the message (If no pre-message is to be recorded, press 79 for message to send)
Press 76 to delete/restore the message
Press * for help
Press # to stop playback/recording, cancel menu selection, or end data entry/addressing
Press 83 to disconnect

ASSIGNING A CUSTOM OPERATOR: Press 80. Press 1 to review the customer operator number. Enter the new custom operator number followed by the # sign. ** Note: This feature allows a caller to zero out to a designated number. Remember to record in your greeting the option for the caller to press zero.

TO LEAVE A MESSAGE: Dial the auto attendant number. Press 3 for Express Messaging. Enter the mailbox number of the person you wish to leave a message. Press #, wait for the tone, then record.

TRANSFERRING DIRECTLY TO VOICEMAIL BOXES: While caller is on the line, press the Transfer key. Dial the auto attendant number. Press 2 for Express Messaging. Enter mailbox number followed by the # sign. Press Connect and hang up. Caller is placed directly in voicemail box.

TO COMPOSE A MESSAGE TO ONE OR MORE PEOPLE: While logged in to Voice Mail, press 75 to compose a message. Enter the first mailbox number followed by the # sign. Continue to enter numbers followed by # until you have finished, then press # again. Press 5 to record. End the recording with #. Press 79 to send.

REMOTE NOTIFICATION: Press 80 for mailbox options. Press 2. Follow the prompts through selecting message type, schedule, and finally by entering the telephone or pager at which you wish to receive notification.