**Logging in to your mailbox**

**To log in**
1. Dial the Meridian Mail access number, or press the message key on your phone.
2. Enter your mailbox number, then press #, or at your own phone, just press #.
3. Enter your password, then press #.

**Changing your password**
1. While logged in to your mailbox, press 84.
2. Enter your new password, then press #.
3. Enter your new password again, then press #.
4. Enter your old password, then press #.

**Recording greetings**
1. While logged in to your mailbox, press 82.
2. Press 1 for external greeting, 2 for internal greeting, or 3 for temporary greeting.
3. Press 5 to record. Wait for the tone, then record your greeting.
4. Press # to end your recording.
   - To play your greeting, press 2.
5. Press 4 to return to your messages.

**Your Meridian Mail numbers**

- Mailbox number ____________
- Voice Messaging access # ____________
- Express Messaging # ____________
- Name Dialing/Addressing prefix ____________
- Telephone addressing prefix ____________
- Prefixes for other network sites ____________

**Remote Notification**

**To turn Remote Notification on and off**
1. While logged in to your mailbox, press 80, then 2 for Remote Notification.
2. Select a schedule type. Press 1 for temporary schedule, press 2 for business schedule, or press 3 for non-business schedule.
3. At each schedule, press 76 to turn it on or off.

**To change Remote Notification setup**
You can change your schedule type, time periods, telephone or pager numbers, and notification start and end times.
1. In Remote Notification, select temporary, business, or non-business schedule.
2. Press 5 to change the settings.
3. At each setting, change it if required, or press # to leave the setting without change.
4. Press # to exit setup change.

**Composing messages**

1. While logged in to your mailbox, press 75.
2. Enter the first address, then press #.
   You can address to mailbox numbers, distribution list numbers, network users, open network users, external telephone numbers, and spelled names.
3. Continue to enter addresses followed by #.
   (To cancel an address, press 0#.)
4. When you have finished, press # again.
5. Press 5, wait for the tone, then start to record.
6. Press # to end your recording.
   - To play the message, press 2; to add options, press 70.
7. Press 79 to send the message.

**Playing your messages**

**To play your messages**
When you log in to your mailbox, you hear the mailbox summary.
- To play the current message, press 2.
- To go to the next message, press 6; to go to the previous message, press 4.
- To go to a specific message, press 86, enter the message number, then press #.

**To review and respond to your messages**
While you are playing a message:
- To skip back five seconds, press 1; to skip forward five seconds, press 3.
- To increase the message speed, press 23; to decrease the message speed, press 21.
- To increase the message volume, press 26; to decrease the message volume, press 24.
- To pause, press #; to continue, press 2.

Before, during, or after playing a message:
- To play the message envelope, press 72.
- To delete the message, press 76. To restore it, return to the message and press 76.
- To call the sender, press 9; to reply to the message, press 71; to reply to the sender and all recipients, press 74; to forward the message, press 73.

To disconnect, press 83, or hang up.

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How the world shares ideas.
Meridian Mail 13
Voice Messaging at a glance

How the world shares ideas.