N2 Base Level Communications

Meridian Mail

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How To Access Meridian Mail:

1. Your telephone line must be programmed to activate Meridian Mail. For information on activating your Meridian Mail account contact Customer Service at 355-5390 (North) or 339-2151 (South) or submit a Customer Service Request (CSR) via fax 355-2920.

2. Once your line is activated, access Meridian Mail by dialing 355-MAIL (6245).

3. Using your telephone keypad, enter your Meridian mailbox default telephone number (7 digits) when prompted, then press the # key.

4. Using your telephone keypad again, enter your 'password' default telephone number (7 digits) when prompted, then press the # key.

5. Once your password is entered and the # key is pressed, you'll be in the Main Menu just below. Meridian Mail voice prompts will help guide you through the menus below.

Main Menu

1 Skip Backward	2 Play	3 Skip Forward
4 Previous Message	5 Record	6 Next Message
7 Message Commands	8 Mailbox Commands	9 Call Sender
* Help	0 Attendant/ Thru-Dial	# Stop/Exit

Main Menu Keypad

To get	Press
Skip Backward	1
Play	2
Skip Forward	3
Previous Message	4
Record	5
Next Message	6
Message Commands	7
Mailbox Commands	8
Call Sender	9
Help	*
Attendant/Thru-Dial	0
Stop/Exit	#

Note: 7 takes you to Message Commands Menu below, and 8 takes you to Mailbox Commands Menu below.

Message Commands Menu

1 Reply	2 Play Envolope	3 Forward
4 Reply All	5 Compose	6 Delete / Restore
7	8	9 Send
* Message Help	0 Message Options	# Cancel / Exit

Message Commands Keypad

To get	Press
Message Commands	7
Reply	7 + 1
Play Envelope	7 + 2
Forward	7 + 3
Reply All	7 + 4
Compose	7 + 5
Delete / Restore	7 + 6
Send	7 + 9
Message Help	7 + *
Message Options	7 + 0
Cancel / Exit	7 + #

Note: 0 takes you to Message Options Menu below.

Message Options Menu

1 Urgent	2 Standard	3 Economy
4 Private	5 Acknow-ledge	6 Timed Delivery
7	8	9
* Options Help	0	# Cancel / Exit

Message Options Keypad

To get	Press
Message Options	7 + 0
Urgent	7 + 0 + 1
Standard	7 + 0 + 2
Economy	7 + 0 + 3
Private	7 + 0 + 4
Acknowledge	7 + 0 + 5
Timed Delivery	7 + 0 + 6
Options Help	7 + 0 + *
Cancel / Exit	7 + 0 + #

Mailbox Commands Menu

1 Log In	2 Mailbox Greetings	3 Log Off
4 Password Change	5 Distribution Lists	6 Go To A Message
7	8	9 Personal Verification
*	0	#

Mailbox Commands Keypad

To get	Press
Mailbox Options	8
Log In	8 + 1
Mailbox Greetings	8 + 2
Log Off	8 + 3
Password Change	8 + 4
Distribution Lists	8 + 5
Go To A Message	8 + 6
Personal Verification	8 + 9
Mailbox Help	8 + *
Mailbox Options	8 + 0
Cancel / Exit	8 + #

Note: 8+2 takes you to Mailbox Greetings

Mailbox Help	Mailbox Options	Cancel / Exit

Options Menu below.

Mailbox Greetings Menu

1 External Greeting	2 Internal Greeting	3
4	5	6
7	8	9
* Greeting Help	0	# Cancel / Exit

Mailbox Greetings Keypad

To get	Press
Mailbox Greetings	8 + 2
External Greeting	8 + 2 + 1
Internal Greeting	8 + 2 + 2
Greeting Help	8 + 2 + *
Cancel / Exit	8 + 2 + #

Mailbox Options Menu

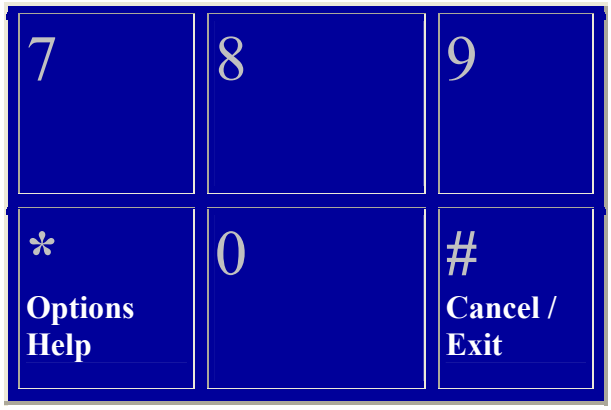
1 Change Operator	2 Remote Notification	3
4	5	6

Mailbox Options Keypad

To get	Press
Mailbox Options	8 + 0
Change Operator	8 + 0 + 1
Remote Notification	8 + 0 + 2
Options Help	8 + 0 + *
Cancel / Exit	8 + 0 + #

Remote Notification: (Press 8+0+2 first)

To Specify Message Type - press 4



1 - for Temporary Schedule

2 - for Business Day Schedule

3 - for Nonbusiness Day Schedule

Start Time, End Time, Telephone Number(s) and Telephone Type(s) are needed for each Schedule above.

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