

WCU MERIDIAN MAIL QUICK REFERENCE

	Internal	External
Meridian Mail Number	5000	828-227-5000
Express Mail Number	5001	828-227-5001

Your Mail Box Number _____
 Your Password Number _____

••• LOGGING ON •••

FROM YOUR PHONE

1. Dial Meridian mail Ext. _____ or Message Key
2. Press #
3. Enter your password
4. Press #

FROM ANOTHER PHONE

1. Dial Meridian Mail Ext. _____
2. Enter YOUR mail box number
3. Press #
4. Enter your Password
5. Press #

••• GETTING STARTED •••

BASIC COMMANDS

- 1 = Skip backward
- 2 = Play/listen
- 3 = Skip forward
- 4 = Previous msg.
- 5 = Record
- 6 = Next Msg.
- 9 = Dial sender
- * = Help
- # = Stop/End/Enter

- 71 = Reply
- 75 = Compose
- 76 = Delete
- 79 = Send

- 80 = Custom Operator
- 83 = LOG OFF

LOG ON

CHANGE PASSWORD

1. Press 84
2. Enter NEW password plus #
3. Repeat step 2
4. Enter OLD password plus #

RECORD NAME

1. Press 89
2. Press 5
3. Record name
4. Press #

RECORD GREETINGS

<u>External</u>	<u>Internal</u>	<u>Temporary</u>
<ol style="list-style-type: none"> 1. Press 82 2. Press 1 3. Press 5 4. Record Greeting 5. Press # 	<ol style="list-style-type: none"> 1. Press 82 2. Press 2 3. Press 5 4. Record Greeting 5. Press # 	<ol style="list-style-type: none"> 1. Press 82 2. Press 3 3. Press 5 4. Record Greeting 5. Press #

CUSTOM OPERATOR

- To Program. . .
1. Press 80
 2. Press 1
 3. Enter number
 4. Press #

••• BASIC MAILBOX USES •••

LOG ON

TO HEAR MESSAGE

1. Press 2

DELETE

1. Press 76

LOG OFF

1. Press 83

(You must always log off before hanging up from Meridian Mail)

REPLY

1. Press 71
2. Press 5 (record reply)
3. Press #
4. Press 79 (sends reply)

FORWARD A COPY

1. Press 73
2. Follow Instructions

COMPOSE & SEND

1. Press 75
2. Enter DESTINATION mail box
3. Press #
4. Press #
5. Press 5 (record message)
6. Press #
7. Press 79 (sends)