

Meridian Mail Tips

Access/Log-In to Meridian Mail voice mailbox -

Your Office Phone - Press the Message button on the phone followed by the # button (this auto dial the ext. number of the phone your sitting at) then dial your password followed by the # button.

Another Phone on Campus - Dial 2422 followed by your ext. number followed by the # button then dial your password followed by the # button.

Off Campus Phone - Dial 503-883-2422 followed by your ext. number followed by the # button then dial your password followed by the # button.

Changing your Password -

1. Log-In/Access your voice mailbox.
2. Press 84.
3. Dial your new password number followed by the # button.
4. Dial your new password number again followed by the # button.
5. Dial your old password number followed by the # button.

****Password numbers must be a minimum of 4 digits****

Conference Call -

1. While in a phone call with another person, press the Conference button (you've just put the other/second person on hold and you hear a dial tone).
2. Dial the ext. number of the third person you want to add/conference with (you can talk privately with this third person at this time).
3. Press Conference button again (all three of you can talk/hear/conference at this time).
4. To add a fourth person to the call, press Conference button again (the second and third person(s) are on hold - they can still talk to each other).
5. Dial the ext. number of the fourth person.
6. Press Conference button (all four of you can talk/hear/conference at this time).

Forward a Phone Call -

1. While in a phone call with another person, press the Conference button (you've just put the other person on hold and you hear a dial tone).
2. Dial the ext. number you want to forward to (you can talk privately to this person)
3. Press Conference button again (all three of you can talk/hear at this time).
4. Hang up and you taken yourself out of the conversation and thus have forwarded/transferred the call.

Forward Your Phone to Another Ext. Number

1. Do Not Lift Handset and press Forward button.
2. Dial ext. number of the other/forwarded to phone.
3. Press Forward button again.

****To cancel the forwarding of your phone to another ext. number, Do Not Lift Handset and press Forward button****

Greetings - External & Internal -

Personalized greetings callers hear when reaching your voice mailbox. If you DO NOT RECORD a greeting, your callers will hear a pre-recorded system greeting.

1. Log-In/Access your voice mailbox.
2. Press 82.
3. Press 1 for External greeting or Press 2 for Internal greeting.
4. Press 5, you will hear a beep and you can start recording your greeting. Press # button to stop recording.
5. Editing options
 - a. Press 2 to replay/listen to your just recorded greeting.
 - b. Press 5 to add to the greeting.
 - c. Press 76 to delete the greeting and start over.
6. Press 4 to exit when you're satisfied with the greeting.

Greetings - Out of Office or Vacation -

Temporary greeting that callers will hear in place of your usual greeting.

1. Log-in/Access your voice mailbox.
2. Press 82.
3. Press 3 for Temporary greeting.
4. Press 5, you will hear a beep and you can start recording your greeting. Press # button to stop recording
 - a. Press 2 to review your greeting.
 - b. Press 76 to delete the greeting then press 5 to start recording your greeting again.
 - c. To exit this function at this time, Press 4.
5. Press 9 to set expiry date for the temporary greet.
 - a. Enter the month, day, and time.
 - *Month = 1 thru we followed by the # button.
 - *Day = 1 thru 31 followed by the # button.
 - *Time = 100 for 1:00, 1000 for 10:00 followed by the # button.
 - *Press 1 for a.m. or Press 2 for p.m. (12:00 noon is p.m.)
 - **For current month, day and time just press the # at the prompts...if you choose this option the temporary greeting will remain in effect until you delete it**
 - ***OR** Press ### for no expiry date.
 - **If you choose this option, the temporary greeting will remain in effect until you delete it**
6. Press 4 to exit when you are satisfied with the temporary greeting set-up.

Leave a message directly in another person's mailbox -

1. Dial 2423 (Express Messaging).
2. Dial the ext. number of the other person followed by the # button.
3. Wait for the tone and then record your message.
4. Hang up to end the message call.