

Voice Mail Instruction Sheet

Meridian Mail

Logging into Voice Mail
From your extension:

1. Dial x 8595
2. Press #
3. Enter your password
4. Press #

From another extension

1. Dial x 8595
2. Enter your mailbox #
3. Press #
4. Enter your password
5. Press #

From anywhere

1. Dial 330-823-8595
2. Enter your mailbox #
3. Press #
4. Enter your password
5. Press #

To Exit Voice Mail

1. Press 83 to exit

For Help

1. Press * for help

