# RESIDENTIAL VOICENET VOICEMAIL INSTRUCTIONS

Residential VoiceNet voicemail answers your calls when you are on the line or away from you room. Your mailbox can hold up to 30-minutes of incoming messages and each message can extend up to three minutes in length. Played messages are saved for up to 14 days. After 14 days, saved messages are automatically deleted by the VoiceNet system. When new messages are received in your mailbox, an audible indicator (broken dial tone) is heard when you pick up the telephone.

## Accessing Your VoiceNet Mailbox

**On Campus** 35222  
Local within 310 Area Code 983-5222  
Outside 310 Area Code 310-983-5222

1. Dial VoiceNet access number above; listen for one of the following greetings:
   - "Meridian Mail. Mailbox?"
   - "Meridian Mail. Please enter your room number followed by # sign"
2. Enter mailbox number (your 5-digit campus phone number), then press #; listen for "Password?"
3. Enter password, then press #; listen for message announcement

## Changing Your Password

The default password for a new or reassigned mailbox is the mailbox number plus the number 1. For example, if the mailbox number is 12345, the default password is 123451.

1. Access mailbox  
2. Press 84 for password change  
3. Enter new password, then press #  
4. Re-enter new password, then press #  
5. Enter old password, then press #; listen for "Your password has been changed"  
6. Press 83 to exit VoiceNet

## Recording an Outgoing Greeting

1. Access mailbox  
2. Press 82 for outgoing greeting  
3. Press 1 for external greeting  
4. Press 5 to record; listen for record tone, then speak  
5. Press # to stop recording  
6. Press 2 to review greeting  
7. Press 4 to exit function or 83 to exit VoiceNet  
   -or-  
   Press 76 to delete, then repeat steps 4 and 5 to re-record

## Message Commands

- # pause message playback  
- 1 go back 5 seconds within a message  
- 2 play message or resume message playback  
- 3 advance 5 seconds within a message  
- 4 go back to previous message  
- 6 advance to next message  
- 21 decrease message playback speed  
- 23 increase message playback speed  
- 76 to delete or restore a message  
- 86 go to a message (enter message number + #)