

Using the Telephone / Meridian Voice mail

Your phone extension/phone number should be on the phone unit itself. If not, please contact the Helpdesk at X4642

To access your voice mail:

- Dial 4700 From within the school or dial 212 875-4700 from outside the school or press the Message key if you have one.
- Enter your extension, then press #
- Enter your password (your extension) then press #.
- Press 2 to hear your voicemail
- Press 3 to skip forward in a message and Press 1 to rewind.
- Press 76 to delete
- Press 6 to go to next message

Press * for more options at any time. If you are at a lost and don't know what to press, simply wait and the voice mail attendant will repeat the options again.

- To record your greetings press 82 and follow instructions.
- Press 5 to record and press # to end.
- You can press 2 to hear your recording and 76 to delete.
- Once you are finish press 4 to go back to your messages.

Please try to delete all your messages once you have heard them.

How to dial:

1. **Within bankstreet:**
Dial the user's four digit extension.
2. **Within the Tri-state area** (718,914,516,212)
dial: 9 + area code + number.
3. **Outside the Tri-state area**
dial: 8 + area code + number "then wait for the beeping" + your Long Distance Pin Code.
(If you haven't been assigned a Pin Code, please contact the Help Desk x.4647)

Please refer to your reference card for more information on phone usage, or call the Helpdesk at X4642.