CLASSIC MAIL
VOICE MESSAGING SYSTEM

Quick Reference Card
Using Your CLASSIC MAIL System

This easy-to-follow reference guide will help you quickly navigate through your voice mailbox.

To enter your CLASSIC MAIL System:

FROM YOUR MERLIN TELEPHONE:

1. Press the labeled outside button
2. Press * or access code
3. Enter your mailbox number
4. Enter your password

FROM AN OUTSIDE TELEPHONE:

1. Dial your company number
2. Ask to be transferred to Classic Mail, or wait for Classic Mail to answer
3. Press *
4. Enter your mailbox number
5. Enter your password
Quick Reference
Refer to your Mailbox User Guide for additional information.

**ENTER THE CLASSIC MAIL SYSTEM**
Enter the CLASSIC MAIL system from an outside line

**ENTER THE CLASSIC MAIL SYSTEM**
Enter the CLASSIC MAIL system from your Merlin phone

**MAIN MENU**
- Listen 1
- Send 2
- Mailbox Settings 3
- Undelete 4

**MAILBOX SETTINGS***
- Record Greeting 1
- Offsite Message Alert 2
- Group Lists 3
- Change Name or Password 4
- Turn On/Off MWI 5
- List Settings 6

**OFFSITE MESSAGE ALERT**
- Set up Alert Level 1 1
- Set up Alert Level 2 2
- On/Off 1st Level 3
- On/Off 2nd Level 4
- Urgent/All Msg. 5
- List Levels 6

**DIRECORY**
- Enter Mailbox Number
- Spell Name

**DELIVERY OPTIONS**
- Send
- Cancel Destination
- Urgent
- Urgent & Certified

**WHILE LISTENING**
- Next Message 2
- Envelope 6
- Backup 9 Sec.s 7
- Pause/Continue 8
- Forward 9 Sec.s 9

**AT END OF MESSAGE**
- Replay 1
- Delete 3
- Reply 4
- Forward 5

**COMMONLY USED KEYS:**
- To go to main menu: Press ✱✱
- To backup or cancel: Press ✱
- To accept an entry: Press #
- To transfer to attendant: Press 0

**Note:** If you have a Merlin Plus, Merlin 1030, or a Merlin with Feature Package 2 installed, you may have to press the pound key twice to generate a tone. If you do not hear a tone when first pressing the pound key, try pressing it again.
Quick Reference

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To go to main menu
Press ✱✱

To backup or cancel
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TO LISTEN TO A MESSAGE:
From the Main Menu Press 1
To replay a message Press 1
To stop the next message Press 2
To delete a message Press 3
To forward a message Press 5

TO SEND MESSAGE:
From the Main Menu Press 2
Record your message, then Press #
To accept your recording Press #
Enter the destination mailbox number [ ] Press #
or, to use the Directory Press #
To send a normal delivery Press #
or, to send an urgent delivery Press 1
or, to send a certified delivery Press 2
or, to send an urgent and certified delivery Press 3

IMPORTANT MAILBOX NUMBERS
Name __________________________ Mailbox _____
Name __________________________ Mailbox _____
Name __________________________ Mailbox _____
Name __________________________ Mailbox _____

GROUP LISTS


NEW ACCESS CODE
New Access Code (if changed from asterisk)

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