AT&T

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:
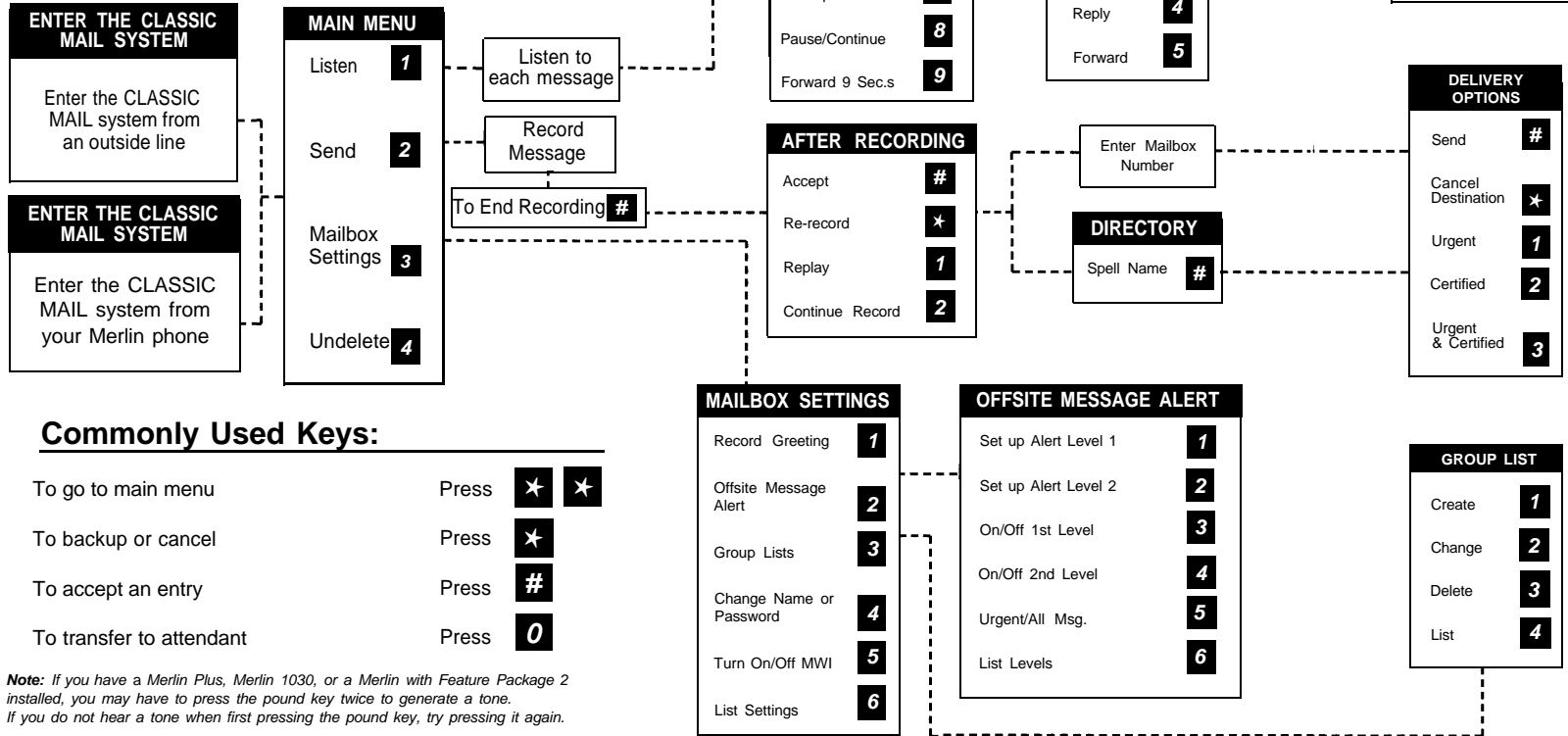
FROM YOUR MERLIN TELEPHONE:

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.
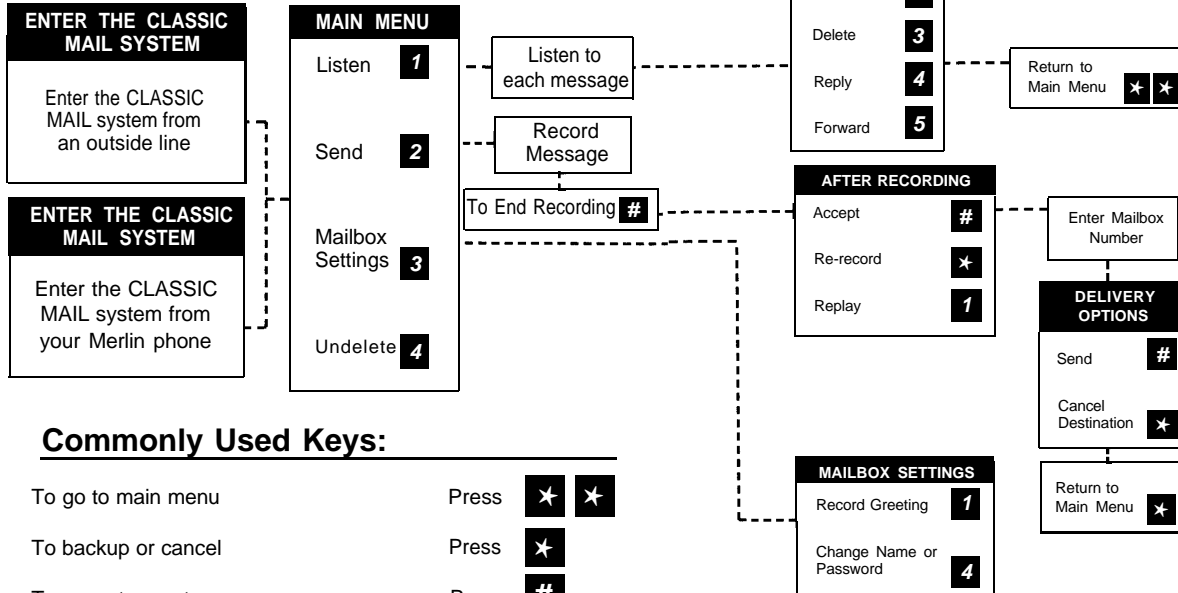
ENTER THE CLASSIC MAIL SYSTEM

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

Listen to each message

Record Message

To End Recording **#**

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

Return to Main Menu ✱ ✱

AFTER RECORDING

Accept	#
Re-record	✱
Replay	1
Continue Record	2

Enter Mailbox Number

DIRECTORY

| Spell Name | # |

DELIVERY OPTIONS

Send	#
Cancel Destination	✱
Urgent	1
Certified	2
Urgent & Certified	3

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.

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

GROUP LIST

Create	1
Change	2
Delete	3
List	4

Quick Reference

Refer to your *Mailbox User Guide* for additional information.

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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`

Listen to each message

Record Message

To End Recording `#`

AT END OF MESSAGE

Replay `1`

Delete `3`

Reply `4`

Forward `5`

Return to Main Menu `*` `*`

AFTER RECORDING

Accept `#`

Re-record `*`

Replay `1`

Enter Mailbox Number

DELIVERY OPTIONS

Send `#`

Cancel Destination `*`

Return to Main Menu `*`

MAILBOX SETTINGS

Record Greeting `1`

Change Name or Password `4`

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.

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 [ ]		
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 **✳**)