

- 4 Choose an option or go to step 5:
 - ☎ ☎ to rewind and play back your comments.
 - ☎ ☎ to re-record your comments. Go to step 5.
 - ☎ ☎ to delete your comments.
- 5 ☎ ☎ to approve your comments.

The Message Addressing Menu plays and prompts to an extension.
- 6 Receiving EXTENSION or ☎ ☎ and GROUP NUMBER (the person receiving the forwarded message) followed by ☎ word. Repeat step 6 to forward the message to others.
- 7 ☎ ☎ to send the message.

The green message waiting tone plays on all the destination phones.

USING THE DIRECTORY

- 1 Follow these instructions to send, forward, or transfer a message.
- 2 ☎ ☎ to look up an extension in the directory.
- 3 Dial the first four letters of the name.

Example: To look for extension 1010 in Contacts, you would dial 1010.

NOTE: Use ☎ for the letter O. Use ☎ for the letter Z.
- 4 One of the following actions occurs:
 - A match is made.

The Message Addressing Menu plays and prompts to that extension.
 - The letters match more than one person.

Voicemail announces the names that match. After you enter one, the Message Addressing Menu plays.
 - No match is found.

The Message Addressing Menu plays.

RECORDING YOUR PERSONAL GREETING

- 1 Log in to Voice Mail.

The tone that follows plays.
- 2 ☎ to record a greeting.

The Security Change Menu plays.

NOTE: ☎ to listen to the current greeting.
- 3 ☎ to record your personal greeting (two minutes maximum).

The prompt says, "Record a message."
- 4 ☎ again after recording your greeting.

Example: "This is Joe Smith. I'm in the office today but away from my desk. Please send a message if its about if the time."

- 5 Choose an option or go to step 6:
 - ☎ ☎ to rewind and play back the greeting.
 - ☎ ☎ to re-record the greeting. Go to step 4.
 - ☎ ☎ to delete the greeting.
- 6 ☎ ☎ to approve the greeting.

RECORDING YOUR NAME

- 1 Log in to Voice Mail.

The tone that follows plays.
- 2 ☎ to record a greeting.

The tone Change Menu plays.
- 3 ☎ to record your name (up to four seconds).

The prompt says, "Record your name at the tone."
- 4 ☎ after recording your name.
- 5 Choose an option or go to step 6:
 - ☎ ☎ to rewind and play back the name.
 - ☎ ☎ to re-record the name. Go to step 4.
 - ☎ ☎ to delete the name.
- 6 ☎ ☎ to approve the name.

CHANGING YOUR PASSWORD

- 1 Log in to Voice Mail.

The tone that follows plays.
- 2 ☎ to change your password.

The prompt says, "Enter new password."
- 3 PASSWORD (up to four digits) followed by ☎.

The prompt says, "Repeat password."
- 4 PASSWORD again followed by ☎.

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MERLIN MAIL™

Voice Messaging System

Quick Reference Card

Voice Mail Service portion of the Voice Messaging System acts like a built-in answering machine. Calls from inside and outside your company can leave messages in your mailbox, which you can listen to, forward, save, or discard. A password you create keeps messages private. You can also send messages, respond to messages, or add your comments to a message and forward both to other people in your company.

HELPFUL HINTS

- Program a button on your phone for one-touch dialing into the MERMAIL system.
- You can dial the next sequence without waiting for a greeting or prompt to finish.
- If your phone has a display, "Call Mail/MERL" appears and your green message lamp glows on when a message is sent to your Mailbox. Deleting your message removes the display message. (Even if multiple messages are left, only one "Call Mail/MERL" appears.)
- If you have a phone without a display, press MESSAGE to turn off the message waiting lamp when messages remain in your Mailbox.
- If you have a basic Touch-Tone phone, lift the handset, then press ☎ ☎ ☎ to turn off the message waiting lamp when messages remain in your Mailbox.
- To call for your messages from outside your company, call in on a line answered by the MERLIN MAIL system or ask your System Operator to transfer you to the Voice Mail extension.
- See "Using the Directory" to look up other users' extensions.
- When your Mailbox reaches its storage limit, the Mailbox "Nearly Full" warning plays.

Merlin Mail User Guide

Rachel Sandford



Merlin Mail User Guide:

The AT&T Documentation Guide ,1993-06 Catalog of the most often requested AT T documents OSF/1 User's Guide
Open Software Foundation,1992 Introduces the basic features of the OSF 1 operating system Assuming no extensive
knowledge of UNIX compatible systems it demonstrates how to access the system and issue commands manage files
directories and the shell and use electronic mail text editors and communications facilities **Headquarters Telephone**
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Resource Manual ,1994 **The Software Encyclopedia** ,1986 **Linux System Administrator's Survival Guide** Tim
Parker,1996 Contains the complete Slackware version 3 0 distribution of Linux with a variety of Linux kernels including
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Pickerill,2013-07-19 Uses case studies and voices of activists themselves to examine the role of the internet at all levels of
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Table of Contents Merlin Mail User Guide

1. Understanding the eBook Merlin Mail User Guide
 - The Rise of Digital Reading Merlin Mail User Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Merlin Mail User Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Merlin Mail User Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Merlin Mail User Guide
 - Personalized Recommendations
 - Merlin Mail User Guide User Reviews and Ratings
 - Merlin Mail User Guide and Bestseller Lists
5. Accessing Merlin Mail User Guide Free and Paid eBooks
 - Merlin Mail User Guide Public Domain eBooks
 - Merlin Mail User Guide eBook Subscription Services
 - Merlin Mail User Guide Budget-Friendly Options
6. Navigating Merlin Mail User Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Merlin Mail User Guide Compatibility with Devices
 - Merlin Mail User Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Merlin Mail User Guide
 - Highlighting and Note-Taking Merlin Mail User Guide
 - Interactive Elements Merlin Mail User Guide
8. Staying Engaged with Merlin Mail User Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Merlin Mail User Guide
- 9. Balancing eBooks and Physical Books Merlin Mail User Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Merlin Mail User Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Merlin Mail User Guide
 - Setting Reading Goals Merlin Mail User Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Merlin Mail User Guide
 - Fact-Checking eBook Content of Merlin Mail User Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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