



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:

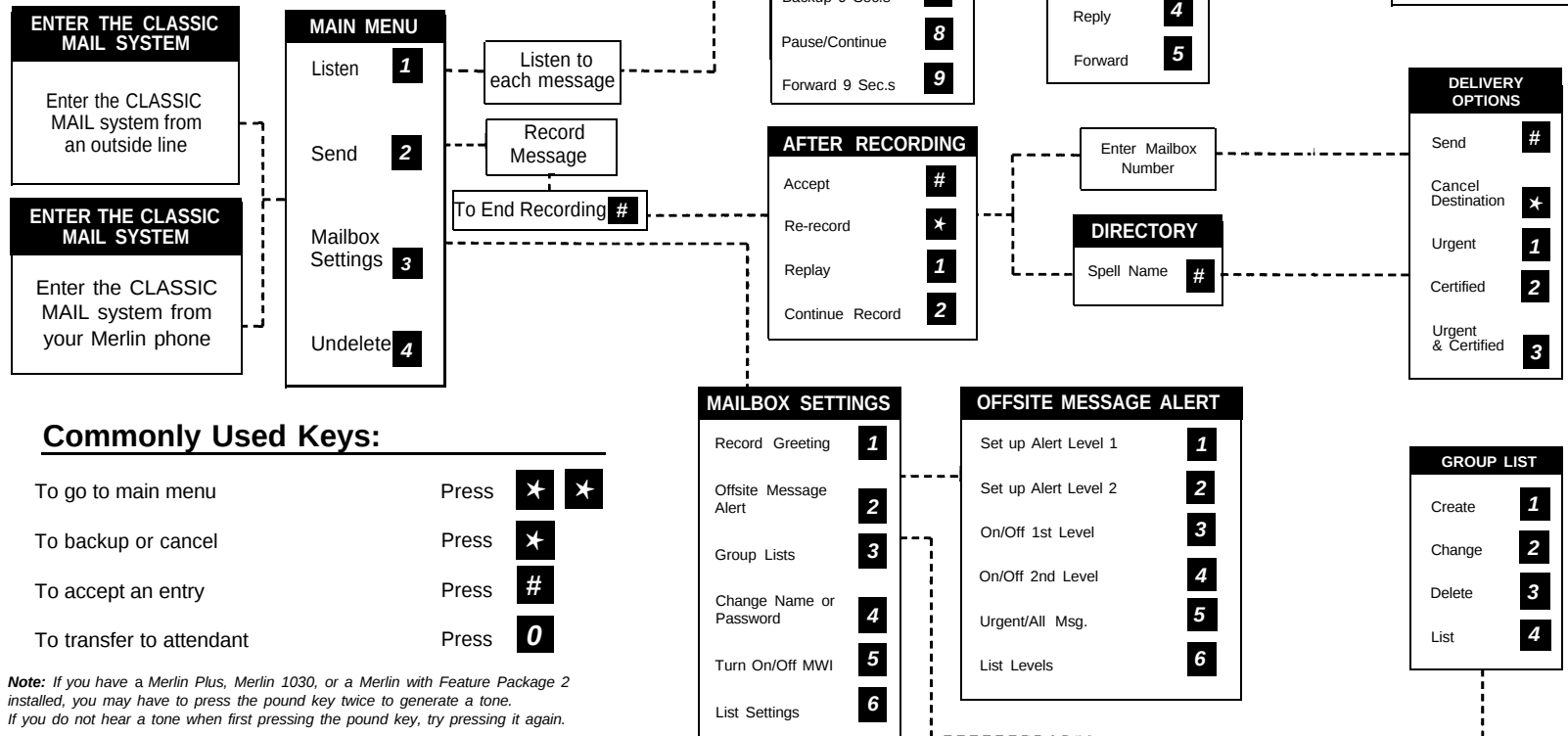
1. Press the labeled outside button
2. Press  or access code
3. Enter your mailbox number
4. Enter your password

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

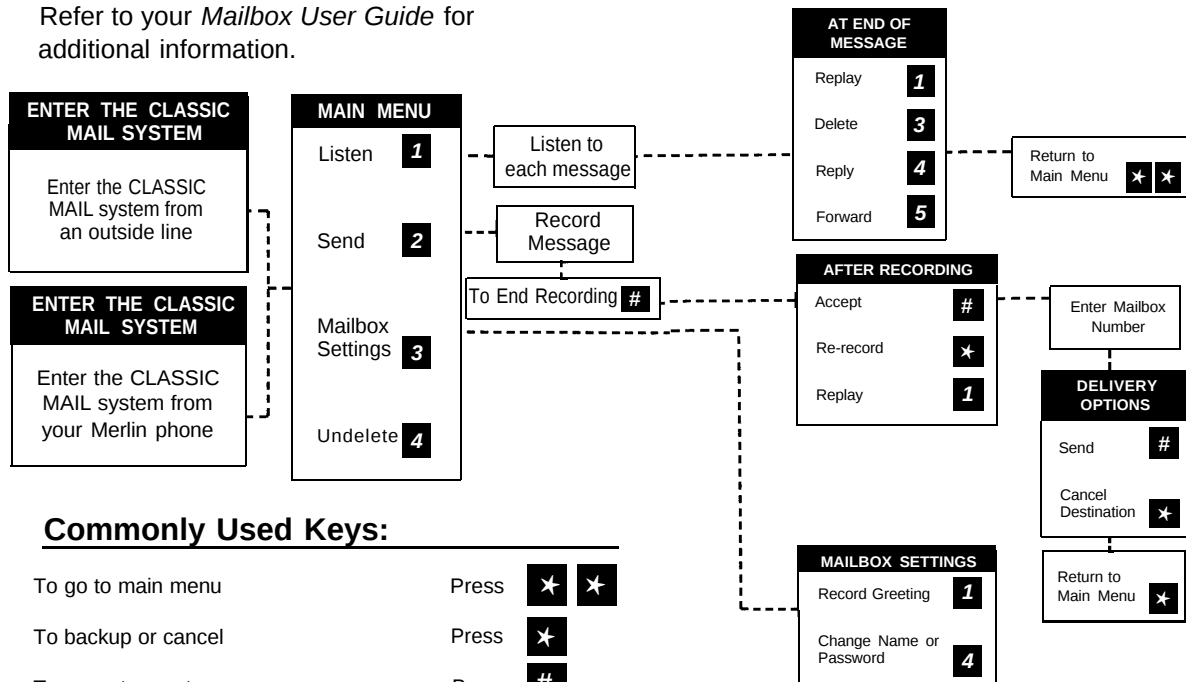
Quick Reference

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



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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 **★**)

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