

Merlin Mail Release 1 and 2

Call into the Merlin Mail System
Log into the system administrators mailbox (default 9997#)
Enter Password (1234#- Default)
Dial 9 (Administer Merlin Mail)
Dial 2 (Adminster Schedule)
Dial 1 (Update Date and Time)
Enter date in the format MM/DD/YY
Dial *# to accept
Enter time HH/MM
Dial 1 for AM and 2 for PM
Press 1 to reenter
Dial *# to accept
Dial **9 to exit

Merlin Mail Release 3 and Merlin Legend Mail

Call Into Merlin Mail or Legend Mail
Log into the system administrators mailbox (default 9997#)
Enter Password (123456# - Default)
Dial 9 (Administer Merlin Mail)
Enter second password (654321# - Default)
Dial 2 (Schedule)
Dial 1 (Update Date and Time)
Enter date in the format MM/DD/YY
Dial *# to approve
Enter time HH/MM
Dial 1 for AM and 2 for PM
Dial *# to approve
Dial ** 9 to exit

Merlin Messaging- all Releases

Call Into Merlin Messaging
Log into system administrators mailbox – 0#
Enter Password (123456# - Default)
Dial 9 (Administer Merlin Messaging)
Dial 1 (System Parameters)
Dial 2 (System Date and Time)
Follow prompts to enter date
Dial *# to approve
Follow prompts to enter new time
Dial *# to approve
Dial **9 to exit

Stand Alone Auto Attendant

Call Into Each Auto Attendant Extension

After Attendant Answers Dial Default password - *789#

You should hear a 2 beep confirmation tone

Dial *71 + current day (1=Sunday, 7 = Saturday)

Then 2 digits for current month (01= January, 12= December)

Then 2 digits for current date (01-31)

Then 2 digits for current year (00-99)

Then 2 digits for current hour (00=midnight, 23 = 11:00pm)

Then 2 digits for current minutes (00-59)

Dial # to end this programming sequence

You should hear a 2 beep confirmation tone

Dial *# # to disconnect