

## Meridian Mail Cheat Sheats

### **To log into MerMail**

Log in to phone switch  
➤ AX

MerMail keys are usually keys F6 to F10

F6 to logon  
Enter MerMail password and hit enter to get to Main Menu

### **To logout of MerMail**

Press F6 to exit until you get to Main Menu  
Press F6 to logout  
Enter <CTRL> ] to return phone switch (control right bracket)

### **To edit a voicemail box**

From Main menu press option 1 User Administration  
Press option 1 Local Voice User  
Press F8 to View or Modify Mailbox  
Enter mailbox number to view/modify  
Press enter to advance through options on mailbox and make changes  
Press F6 to save changes when done  
Enter next mailbox to view/modify or Press F6 to Exit

### **To reset Mailbox password**

Proceed to View/Modify mailbox  
Enter mailbox number to change  
Press F9 to change password  
Enter new password and press <enter>  
Enter new password again to confirm and press <enter>  
Press F6 to save changes

### **To add a mailbox**

From Main menu press option 1 User Administration  
Press option 1 Local Voice User  
Press F7 to Add a mailbox  
Enter new mailbox number  
Enter last name  
Enter first name  
Change Class of Service to correct (01)  
Enter Primary DN (main extension number)  
Enter Extension DN's ( 2<sup>nd</sup> extension number on phone)  
Enter until you get to revert DN and enter location for zero out of mailbox  
Press F6 to save mailbox

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### **To delete a mailbox**

From Main menu press option 1 User Administration  
Press option 1 Local Voice User  
Press F9 to delete mailbox  
Enter mailbox number to delete and press <enter>  
Press F7 to confirm deletion of mailbox shown  
Press F6 to exit

### **To change an AAX menu option**

From Main Menu press option 3 Voice Administration  
Press option 4 Voice Services Administration  
Press option 6 Voice Menu Definitions  
Press enter until cursor reaches menu to change  
Press space bar to highlight menu  
Press F8 to view/modify menu  
Press enter until you get to Key 1 action or key you want to change  
Enter Menu action code and press enter  
Enter correct mailbox, ext, thru-dial number, etc that corresponds to code  
Enter description of key action  
Press F6 to save changes