Quick Reference Guide To
Legend Setup For Merlin Mail

1 – Assign voicemail extensions to <u>Calling Group</u> 770
System Programming – Exit – Extensions – More – Group Calling – Members – Dial 770 – Enter extension numbers or press DSS buttons to assign.

2 – Assign <u>Calling Group</u> 770 as integrated VMI <u>Group Type</u>
System Programming – Exit – Extensions – More – Group Calling – More – Group Type – Dial 770 – Press Integrated VMI to assign.

3 – Assign <u>Lines/Pools</u> to be answered by auto attendant to voicemail extensions
System Programming – Exit – Extensions – More – Group Calling – Line/Pool – Dial 770 – Press line/pool keys to assign.

4 – Assign mailbox owners to <u>Coverage Group</u> 30
System Programming – Exit – Extensions – More – Group Cover – Dial 30 – Enter extension numbers or press DSS buttons to assign.

5 – Assign <u>Calling Group</u> 770 as voicemail cover for <u>Coverage Group</u> 30
System Programming – Exit – Extensions – More – Group Calling – Group Coverage – Dial 770 – Dial 30 to assign voicemail coverage.

6 – Assign <u>Cover Delay</u> (Rings before a call goes to a mailbox)
System Programming – Exit – Extensions – More – More – Cover Delay – Group Cover – Dial Extension # - Dial # of rings

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