

WORKSHEET FOR MERIDIAN MAIL ORDER

INSTRUCTIONS: Read the preceding Voice Messaging Start-Up Procedures before filling out this form. Please answer the following questions. Incomplete worksheets will delay your request. If you have questions, ask your Telephone Coordinator or call Telephone Services (ext. 1010). After completing the worksheet, give it to your telephone coordinator for processing.

Name: _____

Telephone number (on multi-line phones, the bottom button): _____

E-mail address: _____ Index # _____

How do you want your calls handled when you do not answer? Check one of the choices below:

_____ 1. The phone rings (specify) TWO____, FOUR____ OR SIX____ times, then forwards to another number for assistance or referral; caller can be asked to leave a voice message and the call will be forwarded to your mailbox. Use call forward (to 6060) if you want calls to go directly to your mailbox.

If you Selected option 1, what is the telephone extension to which calls should be directed when you do not answer? _____

_____ 2. Your phone rings (specify) TWO____, FOUR____ OR SIX____ times and then forwards to your mailbox.

Your greeting must allow a caller to press 0 for "live" assistance. The number will automatically be entered when the caller presses 0. What telephone extension number you should be entered when the caller presses 0? _____

How do you want your calls handled when your line is busy? Check one of the following choices:

_____ 1. Your phone rings immediately to another number. A secretary can assist or refer the caller to another party or can ask the caller to leave a voice message (by transferring the call to your mailbox through "express" messaging).

If you selected option 1, to what extension should calls be directed when your line is busy? (Note, this can be a different number than the forward no answer number described above) _____

____2. When you are on the line, the call goes to your mailbox and a voice prompt states " [Your name as recorded in Personal verification] is on the phone, " followed by your recorded greeting.

____3. When you are on the line the call goes to your mailbox, but there is no recorded notification that you are on the phone.

____4. When you are on the line the caller hears a busy signal and has no opportunity to leave a message in your mailbox.

____5. When you are on the line, Call Waiting is activated, so that you can interrupt your call to answer the incoming call.

Do you wish to have Auto Logon activated (see warnings)? Yes___ No___

Do you wish to have Auto Play activated? Yes___ No___. (Note: Auto play allows you to listen to messages without being prompted to enter 2 between each message.)

MESSAGE WAITING

On Multi-line telephones, which key (1-6) is available for a message waiting light?
Key___ (count from the bottom).

Message Waiting Indication on single line sets is an audible tone, which you will hear when you pick up your handset. It sounds like a busy signal and is meant to tell you that you have new messages in your mailbox. Once listened to, the message waiting indication will cease, until additional new messages are received.