

VOICE MAIL

Access Voicemail

1. Access the CallPilot system by dialing x5300.
2. Enter mail box number followed by the # key.
3. Enter password followed by the # key.

Change Voicemail Password

1. Access the CallPilot system by dialing x5300.
2. Enter mail box number followed by the # key.
3. Enter the current password followed by the # key.
4. Enter 84.
5. Enter the old password, followed by the # key.
6. Enter the new password, followed by the # key.
7. Enter the new password again, followed by the # key.
8. Enter 83 or hang up.

Change Voicemail Greeting

1. Access the CallPilot system by dialing x5300.
2. Enter mail box number followed by the # key.
3. Enter password followed by the # key.
4. Enter 82.
5. Choose which greeting to change. * Enter 1 for external greeting. * The external greeting is the greeting that is heard from callers off campus. Enter 2 for internal greeting. * The internal greeting is the greeting that is heard from callers on campus. Enter 3 for temporary greeting. * The temporary greeting is a greeting that is set for a temporary time period and is heard by all callers. If there is no internal or temporary greeting set all callers will hear the external greeting.
6. Enter 76 to delete current greeting.
7. If you do not first delete the old greeting, the new one will be appended to the end of the old message. Enter 5 to begin recording.
8. Record greeting after the tone.
9. Enter the # key to stop recording.
10. If you would like to change another greeting repeat from step 4. Enter 83 or hang up.

Change Voicemail Greeting

1. Access the CallPilot system by dialing x5300.
2. Enter mail box number followed by the # key.
3. Enter password followed by the # key.
4. Enter 82.
5. Enter 9.
6. Enter 76 to delete current name.

7. If you do not first delete the old name, the new one will be appended to the end of the old name. Enter 5 to begin recording.
8. Record name after the tone.
9. Enter the # key to stop recording.
10. Enter 83 or hang up.

Check Messages

1. Dial x5300 to enter the CallPilot System.
2. Enter the current password.
3. Enter the # key.
4. Once you are logged in, it should tell you if you have any new messages. Some common commands to help navigate through messages: * 1 - Skip backward * 2 - Listen to current message * 3 - Skip forward * 4 - Previous message * 71 - Reply to current message * 72 - Replay message information * 73 - Forward current message * 74 - Reply to all original recipients of current message * 75 - Compose a message * 76 - Delete current message * 79 - Send message * Enter the * key for menu options at any time
5. Enter 83 or hang up.

Express Messaging

1. Dial x5301 to enter the CallPilot System.
2. Enter the voicemail box you wish to send a message.
3. Enter the # key.
4. Record your message after the prompt.
5. Enter the # key

Basic Commands 1=Skip Backward 2=Play/Listen 3=Skip Forward
4=Previous Message 5=Record 6=Scan 9=Call Sender 0=Operator
*=Help #=Stop/End/Enter 70=Options 71=Reply 73=Rorward
75=Compose 76=Delete/Undelete 79=Send 80=Custom Operator
83=Log Off 85=Personal Distribution

Basic Commands For a detailed guide to all the CallPilot features or a single-page card of the CallPilot system, you may wish to download these pdf files: "CallPilot Multimessaging User Guide" and the "Call Pilot Command Card." - [CallPilot Multimedia Messaging User Guide](#) - [CallPilot Command Card](#)

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