LOGGING ON

From your phone
1. Dial Call Pilot ext. 15400
2. Press #
3. Enter your password
4. Press #

From outside
1. Dial Call Pilot ext. 481-5400
2. Enter YOUR mailbox number
3. Press #
4. Enter your password
5. Press #

BASIC MAILBOX USES

Hear message
1. Log on
2. Press 2

Reply
1. Press 71
2. Press 5 (record)
3. Press #
4. Press 79 (send)

Compose and send
1. Press 75
2. Enter DESTINATION mailbox
3. Press #
4. Press #
5. Press 5 (record message)
6. Press #
7. Press 79 (sends)

GETTING STARTED

Change password
1. Log on
2. Press 84
3. Enter OLD password (Default) 11+ Mailbox #
4. Press #
5. Enter in NEW password
6. Press #
7. Enter in NEW password again
8. Press #

Record name
1. Log on
2. Press 8 - 2 - 9
3. Press 5
4. Record name
5. Press #

RECORD GREETING

External
1. Log on
2. Press 82
3. Press 1
4. Press 5
5. Record greeting
6. Press #

Internal
1. Log on
2. Press 82
3. Press 2
4. Press 5
5. Record greeting
6. Press #

Temporary
1. Log on
2. Press 82
3. Press 3
4. Press 5
5. Record greeting
6. Press #

CUSTOM OPERATOR

1. Log on
2. Press 80
3. Press 1
4. Enter number
5. Press #

LOGGING OUT

1. Press 83
Always log off before hanging up from Call Pilot.

QUICK FACTS

Call Pilot Number 15400
(to access Voice Mail)

Express Mail Number 15441
(to leave someone a message)

Note: First time password is 11 plus mailbox number

To transfer a caller to voice mail:
1. Press Transfer
2. Dial 15441 (wait for prompt)
3. Enter number and #
4. Press Transfer IMMEDIATELY

BASIC COMMANDS

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

To DELETE a message, press 76