

## FIRST TIME LOG-IN TO CALLPILOT

\*Dial 1888 from inside the college

Hear prompt: "CallPilot..."

\*Press the # sign

Hear prompt: "Password?"

\*Dial 5 and your mailbox number (This is the mailbox default temporary password)

Hear prompt: "... Press 84 to change your password."

\*Dial 84

\*Dial your OLD password (This is 5 and your mailbox number)

\*Press the # sign.

\*Dial your NEW password (Minimum of 6 to Maximum of 10 digits)

\*Press the # sign

\*Dial your new password again

\*Press the # sign

Record your name and greeting to complete the new set-up.

## TO RECORD YOUR NAME

\*Dial 82

\*Press 9 (Personal verification)

\*Press 5 to record

\*Say your first and last name.

\*Press # sign to stop recording

\*If you are not satisfied with your recording, press 5 to record again.

Notes on Recording Name:

If you do not record your name, when a caller accesses your mailbox you are identified as "the person at extension \*\*\*\*." If you do not wish to have your extension spoken to callers, you must record your name.

## TO RECORD A GREETING

While logged-in to your mailbox...

\*Dial 82

\*Enter the greeting number to record:

-Press 1 (External Greeting)

-Press 2 (Internal Greeting)

-Press 3 (Temporary Greeting)

\*Press 5 to start recording

\*Press # sign to stop recording

\*Press 2 to listen to your greeting

\*Dial 76 to delete your greeting

\*Press 5 to re-record your greeting

\*Press 4 to exit greeting set up

Notes on Greetings:

\*If you record only greeting 1, it will play for all callers.

\*Greeting 3 is a temporary greeting to be used when you are out of the office or on vacation.

\*After recording the temporary greeting, you may choose to press 9 to set an expiration date for this greeting. Once you set the expiration date, the system will automatically switch back to your external or internal greetings for you.

## NORMAL LOG-IN

\*Dial 765/983-1888 from outside the college

Hear prompt: "CallPilot. Mailbox?"

\*Dial your 4-digit voice mailbox number, followed by the # sign

Hear prompt: "Password?"

\*Dial your password

\*Press the # key

or

\*Dial 1888 from inside the college or \*Press "MESSAGE" key

Dial your password and press # or wait for the prompt

## TO RETRIEVE MESSAGES

When you log into your mailbox:

The system will tell you how many new messages you have. It will also give you the date and time each message arrived. If you do not wish to hear the "envelope" then press 2 to play the message.

- \*Press 2 - Play message
- \*Press 6 - Go to next message (saves message)
- \*Press 4 - Go to previous message
- \*Press # - Pause message playback
- \*Press 1 - Skip backward (5 sec.)
- \*Press 3 - Skip forward (5 sec.)
- \*Press 9 - Call sender (internal)
- \*Dial 76 - Delete (or undelete)
- \*Dial 71 - Reply to sender
- \*Dial 73 - Forward copy of message
- \*Dial 74 - Reply to all

## CHANGING OR RESETTING YOUR PASSWORD

While logged-in to your mailbox...

\*Dial 84

Hear prompt: "Enter your OLD password."

\*Dial your OLD password, followed by the # sign (your OLD password is the one you just used to log-in to your voice mailbox)

\*Dial your NEW password followed by the # sign (must be a minimum of 6 to a maximum of 10 digits)

\*Dial your NEW password again

\*Press the # sign