

CallPilot QUICK REFERENCE

CallPilot MAIL Number 4316/269-4316 Your Mailbox Number _____

Express Mail Number 4317/269-4317 Your Password Number _____

• • • LOGGING ON • • •

FROM YOUR PHONE

1. Dial CallPilot ext. 4316
2. Press #
3. Enter your password
4. Press #

FROM ANOTHER PHONE

1. Dial CallPilot ext. 4316 or 269-4316
2. Enter YOUR mailbox number
3. Press #
4. Enter your password
5. Press #

You should always log off before hanging up the phone. Press 83 to log off.

• • • GETTING STARTED • • •

CHANGE PASSWORD

1. Press 84
2. Enter old password
3. Press #
4. Enter new password
5. Press #
6. Reenter new password
7. Press #

PERSONAL VERIFICATION (NAME)

1. Press 82
2. Press 9
3. Press 5
4. State your full name (and extension, if you wish)
5. Press #

CUSTOM OPERATOR

1. Press 80
2. Press 1
3. Enter four-digit number
4. Press #

RECORD GREETINGS

External Greeting

1. Press 82
2. Press 1
3. Press 5
4. Record greeting
5. Press # to stop recording
6. Press 2 to review greeting

Internal Greeting

1. Press 82
2. Press 2
3. Press 5
4. Record greeting
5. Press # to stop recording
6. Press 2 to review greeting

Temporary Greeting

1. Press 82
2. Press 3
3. Press 5
4. Record greeting
5. Press # to stop recording
6. Press 9 to set expiry date/time (follow prompts)

• • • 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
- 7* = Message command help
- 8* = Mailbox command help

- 71 = Reply
- 73 = Forward message
- 75 = Compose message
- 76 = Delete
- 79 = Send
- 80 = Custom operator
- 83 = LOG OFF

CallPilot QUICK REFERENCE

• • • FORWARD A PHONE TO VOICE MAIL • • •

To send a voice mail message without ringing the destination:

DIGITAL PHONE

To set forwarding:

1. Without lifting the handset, press FORWARD
2. Dial 4316
3. Press FORWARD

To cancel forwarding:

1. Without lifting the handset, press FORWARD

ANALOG PHONE

To set forwarding:

1. Lift the handset, press *4
2. Dial 4316
3. Hang up

To cancel forwarding:

1. Lift the handset, press #4
2. Hang up

• • • EXPRESS MESSAGING • • •

To send a voice mail message without ringing the destination:

- Dial Express Messaging **4317**
- Enter the Mailbox Number + #
- At the tone, record your message
- Press # or Hang up

To transfer a caller directly to a voice mailbox without ringing the phone:

- While on the phone with the caller press **Transfer** (digital phone) or **Link/Flash** (analog phone)
- Dial Express Messaging **4317**
- Enter the Mailbox Number + #
- Press **Transfer** (digital phone) or **Link/Flash** (analog phone)
- Hang up

Helpful tip: to skip a greeting, press #