

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	FROM ANOTHER PHONE
<ol style="list-style-type: none"> 1. Dial CallPilot ext. 4316 2. Press # 3. Enter your password 4. Press # 	<ol style="list-style-type: none"> 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	PERSONAL VERIFICATION (NAME)	CUSTOM OPERATOR
<ol style="list-style-type: none"> 1. Press 84 2. Enter old password 3. Press # 4. Enter new password 5. Press # 6. Reenter new password 7. Press # 	<ol style="list-style-type: none"> 1. Press 82 2. Press 9 3. Press 5 4. State your full name (and extension, if you wish) 5. Press # 	<ol style="list-style-type: none"> 1. Press 80 2. Press 1 3. Enter four-digit number 4. Press #

RECORD GREETINGS

External Greeting	Internal Greeting	Temporary Greeting
<ol style="list-style-type: none"> 1. Press 82 2. Press 1 3. Press 5 4. Record greeting 5. Press # to stop recording 6. Press 2 to review greeting 	<ol style="list-style-type: none"> 1. Press 82 2. Press 2 3. Press 5 4. Record greeting 5. Press # to stop recording 6. Press 2 to review greeting 	<ol style="list-style-type: none"> 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 • • •

<ol style="list-style-type: none"> 1 = Skip backward 2 = Play/listen 3 = Skip forward 4 = Previous message 5 = Record 6 = Scan 9 = Call Sender 0 = Operator 	<p>* = Help # = Stop/End/Enter</p> <p>7* = Message command help 8* = Mailbox command help</p>	<ol style="list-style-type: none"> 71 = Reply 73 = Forward message 75 = Compose message 76 = Delete 79 = Send 80 = Custom operator 83 = LOG OFF
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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 set 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 #