

CallPilot QUICK REFERENCE -- Student Edition

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

Your Password Number _____

• • • LOGGING ON • • •

FROM A CAMPUS PHONE

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

FROM AN OFF-CAMPUS PHONE

1. Dial CallPilot 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)
<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 #

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 • • •

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

- 71 = Reply
- 73 = Forward message
- 76 = Delete
- 79 = Send
- 83 = LOG OFF

CallPilot QUICK REFERENCE

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

To send calls to voice messaging without ringing the destination:

STUDENT PHONE

To set phone to busy:

1. Lift the handset
2. Press *8
3. Hang up

To cancel:

1. Lift the handset
2. Press #8
3. Hang up

Helpful tip: to skip a greeting, press #