CallPilot Voicemail

**To Log-In**

**On Campus**
- Dial 5515 - Or - Press “MESSAGE” key

**Off Campus:**
- Dial (630) 617- 5515

Hear prompt: “CallPilot Mailbox?”
- Enter your 4-digit voice mailbox number followed by the # sign

Hear prompt: “Password?”
- Enter your password
  followed by the # sign
  (The default password is “22” followed by
  your 4-digit ext. no. Please see First Time Log-In ...see backside...for your Initial set up)

**To Set Your Password**

While logged into your mailbox…
- Dial 84
  Hear prompt: “Enter your OLD password.”
- Enter your OLD password,
  followed by the # sign.
  (Your OLD password is the one you just used to Log-In to your voice mailbox.)
- Enter your NEW password,
  followed by the # sign.
  (Choose a combination of any numbers.
  Must be a min. of 4 to a max. of 10 digits)
- Enter your NEW password again,
  followed by the # sign.

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**To Record A Greeting**

While Logged-In to your mailbox…
- Press 5 to start recording
- Press # sign to stop recording
- Press 2 to listen to your greeting
- Press 76 to Delete your greeting, and
- Press 5 to re-record your greeting
- Press 4 to exit greeting set up

Special Notes:
1. If you prefer to record only one
greeting, you must record your
EXTERNAL greeting as it will
then play for all callers.

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**To Create Messages**

1) Express Messaging (Phone doesn’t ring)
- Dial (630) 617- 3338
  Hear Prompt: “Express Messaging – to mailbox?”
- Enter a 4-digit mailbox (ext.) no.
  followed by the # sign
- Hear greeting, a tone, leave message
- Or-
2) Compose, from your own voice mailbox
(Phone doesn’t ring and a single message
Can be sent to one or more mailboxes)
Log-In to your own voice mailbox…
- Press 75 (to compose)
- Enter 4-digit mailbox (ext.) no.
- Press the # sign after each mailbox
- Press the # sign twice after last mailbox
- Press 5 (to start recording message)
- Press # sign (to stop recording)
- Press 79 (to send)
  (If “79” is not pressed, MSG will not be sent)
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To Retrieve Messages
Log-In to your mailbox.
- Press 2 to Play a message
- Press 6 to Go to Next Message
- Press 4 to go back to Previous Msg
- Press # sign to Pause
- Press 1 to Skip Backward (5 sec)
- Press 3 to Skip Forward (5 sec.)
- Press 9 to Call Sender (Internal)
- Press 72 to hear Envelope info.
- Press 76 to DELETE/Restore MSG.

To Forward A Message
Log-In to your mailbox.
While listening to the message…
- Press 73
- Enter the list of mailboxes, separated by # signs
- Press the # sign twice to end list
   (To include your own comments…)
   - Press 5 to start recording
   - Press # sign to stop
- Press 79 to send
   (The message will not be sent if you do not Press "79")

To Create A Distribution List
Allows you to create group messaging
Log-In to your mailbox…
- Press 85
- Assign a number from 1 to 9 for the group list
- Enter the list of mailboxes, separated by # signs
- Press the # sign to end list
- Press 2 to review the list of entries
   Now whenever you wish to send a message
   To the group, Instead of entering each mailbox, enter the 1-digit Distribution List number for that group.

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To Tag A Message
After recording a message, BUT
BEFORE SENDING IT…
- Press 70 (to tag a message as…)
  - Press 1 = URGENT
  - Press 3 = ECONOMY
  - Press 4 = PRIVATE
  - Press 5 = ACKNOWLEDGE
  - Press 6 = TIMED DELIVERY
    Enter 2-digit Month, 2-digit Date, & time.
- Press 7 = ATTACHMENT

FIRST TIME LOG-IN TO MAILBOX
- Dial 5515
  Hear prompt: “CallPilot. Mailbox?”
- Enter your 4-digit ext. number
- Press the # sign
  Hear prompt: “Password?”
- Press 22 plus your 4-digit ext.
  (This is the mailbox default password)
  Hear: “Your password has expired. Press 84 To change your password.”
- Dial 84
- Enter your OLD password
  (Your OLD password is the one you just entered to get into your mailbox)
  followed by the # sign.
- Enter your NEW password
  (Minimum of 4 to Maximum of 10 digits)
  followed by the # sign
- Enter your new password again
- Press the # sign

User Access:
  Onsite: -5515
  Offsite: 630-617-5515

Express Messaging:
  Onsite: -3338
  Offsite: 630-617-3338