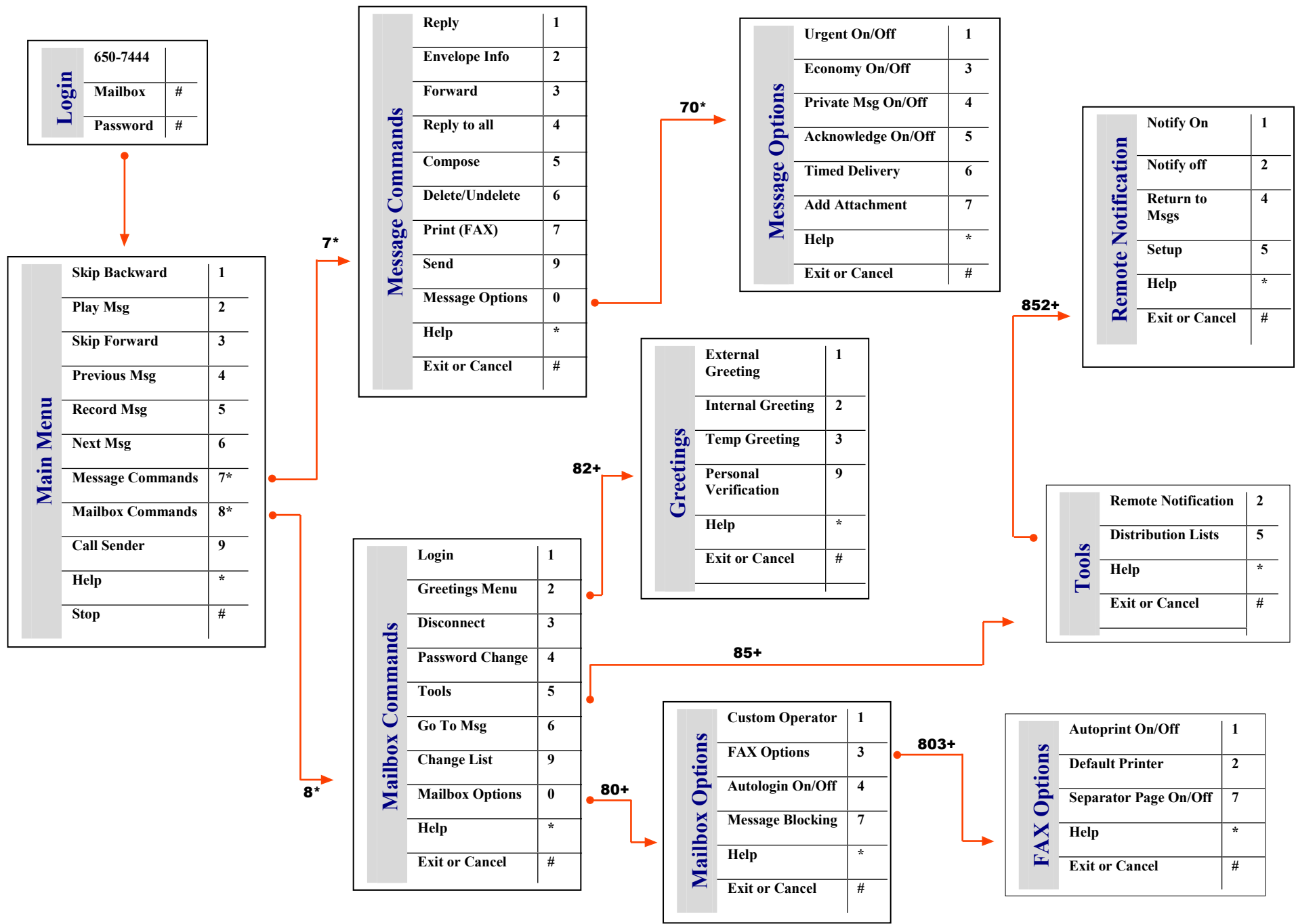


CALLPILOT VOICE MAIL MAP



Login	650-7444	
	Mailbox	#
	Password	#

Main Menu	Skip Backward	1
	Play Msg	2
	Skip Forward	3
	Previous Msg	4
	Record Msg	5
	Next Msg	6
	Message Commands	7*
	Mailbox Commands	8*
	Call Sender	9
	Help	*
Stop	#	

Message Commands	Reply	1
	Envelope Info	2
	Forward	3
	Reply to all	4
	Compose	5
	Delete/Undelete	6
	Print (FAX)	7
	Send	9
	Message Options	0
	Help	*
	Exit or Cancel	#

Message Options	Urgent On/Off	1
	Economy On/Off	3
	Private Msg On/Off	4
	Acknowledge On/Off	5
	Timed Delivery	6
	Add Attachment	7
	Help	*
	Exit or Cancel	#

Remote Notification	Notify On	1
	Notify off	2
	Return to Msgs	4
	Setup	5
	Help	*
	Exit or Cancel	#

Greetings	External Greeting	1
	Internal Greeting	2
	Temp Greeting	3
	Personal Verification	9
	Help	*
	Exit or Cancel	#

Mailbox Commands	Login	1
	Greetings Menu	2
	Disconnect	3
	Password Change	4
	Tools	5
	Go To Msg	6
	Change List	9
	Mailbox Options	0
	Help	*
Exit or Cancel	#	

Mailbox Options	Custom Operator	1
	FAX Options	3
	Autologin On/Off	4
	Message Blocking	7
	Help	*
	Exit or Cancel	#

Tools	Remote Notification	2
	Distribution Lists	5
	Help	*
	Exit or Cancel	#

FAX Options	Autoprint On/Off	1
	Default Printer	2
	Separator Page On/Off	7
	Help	*
	Exit or Cancel	#

CALLPILOT VOICE MAIL MAP

Compose a Message (record)

1. While logged in to your mailbox, **press 75**.
2. Enter the **first address**, then **press #**.
You can address messages to mailbox numbers, distribution list numbers, network users, Internet users, external phone numbers, and spelled names.
3. **Enter as many addresses** as you need.
4. Follow the last address with **##**.
To cancel an address, press **0#**
5. **Press 5** to record your message.
6. Wait for the tone, then **start speaking**.
7. **Press #** to end the recording.
To listen to the message before you send it, **press 2**
To add options and/or attachments, **press 70**, then Urgent **1**, Private **4**, Acknowledgment **5**, Timed delivery **6**, and Add Attachment **7**.
7. **Press 79** to send the message.

Transfer Call to Another Mailbox

1. Dial **6767** (Express Voice Messaging)
2. Enter **4 digit phone** number, then **press #**.
3. Press **Transfer** or **Link**
4. **Hangup**

Change Your Password

1. While logged in to your mailbox, **press 84**.
2. Enter your **current password**, then **press #**.
3. Enter your **new password**, then **press #**.
4. Enter your **new password** again, **press #**.

Call Telecommunication Services at x3600 with any questions or problems using the CallPilot system

Login to Your Mailbox

1. Dial **7444**.
2. Enter your mailbox number:
Your **4 digit phone number and #**
or
At your own phone, just **press #**.
3. Enter your **password**, then **press #**.

Play Your Messages

When you log in to your mailbox, you are in your message list at your first new message.

- To play the current message, **press 2**.
- To go to the next message, **press 6**.
- To go to the previous message, **press 4**.
- To go to a specific message, press **86**, enter the **message number**, then **press #**.

Before, during, or after playing a message:

- To play the message envelope, **press 72**.
- To delete the message, **press 76**.
- To restore it, return to the message and **press 76** again.

Important: Once you delete the message and end the session the message is permanently deleted

- To call the sender, **press 9**
- To reply to the message, **press 71**
- To reply to the sender and all recipients, **press 74**
- To forward the message, **press 73**.

While you are playing a message:

- To skip back five seconds, press **1**.
- To skip forward five seconds, **press 3**.
- To play the message faster, **press 23**.
- To play the message slower, **press 21**.
- To play the message softer, **press 24**.
- To play the message louder, **press 26**.
- To pause, press **#**; to continue, **press 2**.
- To disconnect, press **83**, or **hang up**.

Record Your Greetings and Name

Callers from outside WWU hear your external greeting; callers within WWU hear your internal greeting. If you don't record an internal greeting, all callers hear your external greeting. All callers hear your temporary greeting if you record one.

Use the temporary greeting for times when you'll be out of the office, such as vacations.

Your recorded name (Personal Verification) is used in your greetings and addressed messages.

1. While logged in to your mailbox, **press 82**.
2. **Press 1** for external greeting,
or
Press 2 for internal greeting,
or
Press 3 for temporary greeting.
or
Press 9 for Personal Verification.

3. **Press 5** to record.
4. Wait for the tone, then **record your greeting**.
5. **Press #** to end your recording.
To listen to your greeting, **press 2**.
6. Press **4** to return to your messages.

Assigning a custom operator

In your greeting, you can offer your callers the option of leaving a message or speaking to one of your assistants or colleagues. Tell callers to press zero if they wish to speak to this person in your absence.

1. While logged in to your mailbox, press **80** for Mailbox Options, then **1** to review the current custom operator number.
2. Enter the new custom operator number.

Turning Auto login on or off

1. While logged in to your mailbox, press **80** for Mailbox Options, then **4** for Auto login.
2. Press **1** to turn Auto login on, or press **2** to turn it off.