

Faculty and Staff Voice Mail System: First Time Login

LOGGING IN

FROM YOUR PHONE

1. Dial Extension: **4300** (You will hear...*Nortel CallPilot... Mailbox?*)
2. Press # (You will hear...*Password?*)
3. Enter your default password
4. Press #

FROM ANOTHER or shared PHONE

1. Dial Extension: **4300** (You will hear...*Nortel CallPilot... Mailbox?*)
2. Enter your 4 digit extension number
3. Press # (You will hear...*Password?*)
4. Enter your password
5. Press #

CONTINUE ON WHILE YOU ARE LOGGED INTO THE VOICE MAIL

1. Press **84**-The First time using CallPilot you must change your password.
2. Enter first time only login password
3. **Press #**
4. Enter your desired new password (Must be 4 digits, CANNOT be common)
5. Press #
6. Enter new password again
7. Press #

YOUR NEW PASSWORD WILL BE USED AFTER THIS LOG INTO VOICEMAIL

1. Press **82**-Record your greeting
 2. Press 1-External greeting
 3. Press 5 to start recording
 4. Record greeting after the tone
 5. Press # to stop recording
-