

Nortel CallPilot VOICE MAIL SYSTEM: Quick Reference

LOGGING ON FROM YOUR PHONE

1. Dial Ext. 4300
2. Press #
3. Enter your password
4. Press #

FROM ANOTHER PHONE

1. Dial Ext. 4300
2. Enter YOUR mailbox number
3. Enter your password
4. Press #

LOGGING OUT

1. Press 83
- Always log off before
Hanging up from
CallPilot**

Voice Mail Numbers

From Inside 4300
Brenham (979) 830-4300
Bryan (979) 209-7575
Schulenburg (979) 743-5252

Express Messaging

From Inside 4301
From Outside (979) 830-4301

*****NOTE: For your First time
login, your password is:
_____ plus MAILBOX
NUMBER**

TRANSFER TO VOICE MAIL

1. Have caller on phone
2. Press **TRANSFER**
3. Key in 4301 (Express Mail)
4. When prompted, enter in destination mailbox number, then hit #
5. Immediately press **CONNECT**

DISTRIBUTION LISTS

1. Log On
2. Press 85
3. Enter list number (from 1-99)
4. Press 5 to compose list
5. Enter mailbox number, followed by # (repeat for each person)
6. Press # to end list

BASIC MAILBOX USES

LISTEN / SEND MESSAGES

1. Log On
2. Press 2

REPLY

1. Press 71
2. Press 5 (record)
3. Press #
4. Press 79 (send)

DELETE

1. Press 76

FORWARD

1. Press 73

COMPOSE & SEND MESSAGE

1. Press 75
2. Enter DESTINATION mailbox
3. Press #
4. Repeat steps 2 and 3 for each additional message recipient
5. Press # to end list
6. Press 5 (record message)
7. Press #
8. Press 79 (sends)

BASIC COMMANDS

- 1 = Skip Backwards
- 2 = Play/Listen/Resume
- 3 = Skip Forward
- 4 = Previous Message
- 5 = Record
- 6 = Next Message
- 9 = Call Sender

* = Help
= Stop/End/Enter/Pause

- 70 = Options/Tagging
- 71 = Reply
- 72 = Date and Time
- 73 = Forward
- 74 = Reply to All
- 75 = Compose
- 76 = Delete/Restore
- 79 = Send
- 80 = Custom Operator
- 802 = Pager Notification

- 83 = Log off
- 85 = Distribution Lists

GETTING STARTED

CHANGE PASSWORD

1. Log on
2. Press 84
3. Enter OLD password
(First Time: _____XXXX)
4. Press #
5. Enter NEW password
6. Press #
7. Enter NEW password
8. Press #

PERSONAL NAME VERIFICATION

1. Log on – Press 89
2. Press 5 to record – Say name – Press # to end
3. Press 2 to listen
4. To re-record – do step 2 again
5. Press 4 to exit

RECORD GREETINGS

EXTERNAL GREETING

1. Log On
2. Press 82
3. Press 1
4. Press 5
5. Record Greeting
6. Press #

INTERNAL GREETING

1. Log On
2. Press 82
3. Press 2
4. Press 5
5. Record Greeting
6. Press #

TEMPORARY GREETING

1. Log On
2. Press 82
3. Press 3
4. Press 5
5. Record Greeting
6. Press #