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