

**How to use your Nortel CallPilot Voice Mail System**

Log On	Dial Nortel CallPilot number <u>4400</u> ...(or press message waiting key). Dial mailbox plus #...dial password plus #. (to log on from your own telephone, dial Nortel CallPilot number, press # then your password plus #).
Log Off	Press 83
Play Your Messages	Log on...press 2 to listen...press 6 to go to next message or 4 to go to last message. Press 76 to delete a message.
Record Greeting	Log on...press 82...press 1 for external greeting or 2 for internal greeting...press 5 to record...hear tone...speak greeting...press #...press 2 to check.
Record Temporary Greeting	Log on...press 82...press 3 for temporary greeting...press 5 to record...hear tone...speak greeting...press 9 to record expiration date/time
Record Spoken Name	Log on...press 82...press 9 for spoken name...press 5 to record. hear tone...speak your name...press #.
Change Password	Log on...press 84...enter new password (4-16 digits)...press #...enter new password again...press #...enter old password...press #.
Express Mail	Dial express mail number <u>4444</u> ...enter mailbox number of party you wish to contact...press #...speak message...press #.
Send Message	Log on...press 75...enter mailbox number(s)...press #...press #...press 5...hear tone...speak message...press #...press 79. For “urgent” press 701, or “private” press 702 before pressing 79.
Forward Message	Log on...listen to message...press 73...enter mailbox number...press #...press #...press 5...record introduction...press #...press 79.
Reply to Message	Log on...listen to message...press 71...press 5...hear tone...speak reply message...press #...press 79.
Call Sender	Log on...listen to message...press 9...sender of message is called...You will still be connected to Nortel CallPilot.
Create Distribution List	Log on...press 85...enter list number 1-9...press #...press 5...enter mailbox numbers separated by #...press # again. Distribution lists are used to send more than one person a message easily.
Thru-dial	Log on...listen to or send messages...press 0...within 2 seconds enter number...press #. Number is dialed. (Dial 00# to call the operator).