

VOICEMAIL QUICKSTART
Call Pilot

LOGGING IN FROM YOUR PHONE

- 1 Press the Message key or dial 78000.
- 2 "Nortel Call Pilot....Mailbox?" – Press #.
- 3 "Password?" Enter Your Password, press #

LOGGING IN FROM ANOTHER COMPANY TELEPHONE

- 1 Press the Message key or dial 78000
- 2 "Nortel Call Pilot....Mailbox?" Enter your 5-digit extension, press #
- 3 "Password?" Enter your password, press #

LOGGING IN WHILE AWAY FROM THE OFFICE

- 1 Call your number...during the greeting, dial 81
- 2 "Nortel Call Pilot.....Mailbox?" Enter your 5-digit extension number, press #
- 3 "Password?" Enter your password, press #

CHANGE PASSWORD

- 1 Log in
- 2 Press 84
- 3 Enter your old password, press # (to authorize)
- 4 Enter a new 5-16 digit password, press #
- 5 Enter the new password again, Press #

RECORD GREETING

- 1 Log in
- 2 Press 82
- 3 Press 1 (external greeting) Press 2 (internal greeting) Press 3 (Temporary Greeting)
- 4 Press 5 to record
- 5 Press # to end recording
- 6 Press 2 to review greeting
- 7 To accept and exit, press 4; to Delete and start over, press 76 and then go to step 4

RECORD YOUR NAME (personal verification)

- 1 Log in
- 2 Press 82; press 9
- 3 Press 5 to record – say your first and last name to record
- 4 Press # to end recording
- 5 To review, Press 2
- 6 To accept and exit press 4; to Delete and start over, press 76 and go to step 3

ADD OR CHANGE YOUR 'DIAL ZERO' PERSON

- 1 Log in
- 2 Press 80....then press 1
- 3 Enter a 5-digit number and press #
- 4 Hang up

EXPRESS MESSAGING

- 1 Dial 78005
- 2 Enter mailbox number of person you want to leave a message for
- 3 Press #
- 4 Wait for tone and record