

To set up or change voicemail options, follow the steps below.

CALL PILOT**Initial access to your new Call Pilot Mail box:**

1. Dial 5000 or press the message key (if present on your phone).
2. Enter your voice mail box number (e.g. 5555).
3. Enter your Password plus a prefix of 1 (your password will be the same as your voice mail box number e.g. 15555).
4. The system will prompt you to change your password (a minimum of 5 digits is required).
5. The commands for creating greetings, etc remain the same.

Maintaining your Mail Box**Change Password:**

1. Press message or dial 5000.
2. Enter your voice mail box number + #, and password + #
3. Enter 84
4. Previous password + #
5. New password (5 digits please) + #
6. New password again + # (to verify)
7. Enter 83 (Goodbye)

Recording Greetings:

1. Press message or dial 5000.
2. Enter your voice mail box number + #, and password + #
3. Enter 82
4. 1 is external, 2 is internal, 3 is Temporary Absence Greeting
5. Enter 5 to record, press # when finished
6. Enter 2 to listen to greeting
7. Enter 76 to erase greeting
8. Enter 83 (Goodbye) or
9. Enter 4 to return to messages

Personal Verification:

1. Press message or dial 5000.
2. Enter your voice mail box number + #, and password + #
3. Enter 82
4. Enter 9 for personal verification
5. Enter 5: after the tone record your name + #
6. Enter 2 to play name
7. Enter 76 to erase name
8. Enter 83 (Goodbye) or
9. Enter 82 to return to Greetings

Forward a Message:

1. At the end of the message
2. Enter 73
3. Then destination mailbox number +# +#
4. Enter 5: record introduction + #
5. Enter 79: send
6. Enter 76: to erase (from your mailbox)