

CALL PILOT – Quick Reference

TO LOG IN FROM:

Your Own Phone

- Dial 5454 for Shoals or 6333 for P.C.
- Press #
- Enter your password
- Press #

TO LOG IN FROM:

Another System Phone

- Dial 5454 for Shoals or 6333 for P.C.
- Enter mail box number
- Press #
- Enter your password
- Press #

TO LOG IN FROM:

Outside The System

- Dial 331-5454 for Shoals or 331-6333 for P.C.
- Enter mail box number
- Press #
- Enter your password
- Press #

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CHANGING YOUR PASSWORD

- Log in
- Dial 84
- Follow prompts to change your password

RECORDING GREETINGS

- Log in
- Dial 82
- Press 1 for External Greeting (If only External Greeting is recorded, all callers will hear this greeting)
- Press 2 for Internal Greeting
- Press 3 for Temporary Greeting
- Press 5 to record any of the above options
- Press # to stop recording
- Press 2 to review your greeting
- If you wish to re-record your greeting
 - Press 76 to delete the existing greeting
 - Press 5 to re-record
 - Press # to stop recording
- Press 83 to log off

SAMPLE GREETING

This is Emil Runge on Friday. I will be in meetings until approximately 2 pm today planning other meetings. If you wish to leave a message please do so at the tone.

RECORDING YOUR NAME

- Log in
- Press 89
- Press 5 to record
- Press # to stop recording
- Press 2 to review your name
- If you messed up, press 5 to re-record your name and # to stop
- Log off

SHORTCUTS

To record and External Greeting

- Log in
- Dial 8215

To record and Internal Greeting

- Log in
- Dial 8225

To record a Temporary Greeting

- Log in
- Dial 8235

To avoid listening to long-winded greeting press #

Playing Messages

- Log in
- Follow the prompts to play
- 76 Deletes
- 9 Calls Sender

Note: If you do not delete a message by dialing 76 it will be saved.

Playback Controls

- ▬ # Pause
- ▶ 2 Play
- ◀◀ 1 Back 5 Seconds
- ▶▶ 3 Forward 5 Seconds
- ◀ 4 Previous Message
- ▶ 6 Next Message