

Oberlin College
Call Pilot Quick Reference
STUDENTS/Dorm use



The following voice mail options are supported in the Dorms by Oberlin College:

Voice Mail Numbers to Remember:

Voice mail system: 56600

To log into your Call Pilot Mail system:

- Dial Call Pilot extension number 56600
- Enter your mailbox number and then press #
(if at your own phone, just press the # sign)
- Enter the **default** password (11+5 digit mailbox number) and then press #

As a first time user to this new mailbox you will be forced to change your password. Follow the instructions and have ready a NEW 6 digit password that will remain until you choose to change it. There will be a forced password change every 365 days-you must use a least two different passwords before one can be repeated.

1. **To Change Your Password:** (must be at least 6 digits)
 - Dial “84” for password change
 - Enter old password followed by #
 - Enter new password followed by #
 - Enter new password again, followed by #
2. **To Record Your Greeting:**
 - Dial “82” for greetings
 - Dial “1” to record your external greeting, or Dial “2” to record your internal greeting, or Dial “3” to record your temporary greeting
 - Dial “5” to start recording your greeting
 - Press # to stop recording
 - Dial “2” to playback your greeting
 - Dial “76” to delete your greeting (if needed) and then press “5” to re-record your greeting and # to stop
 - If recording temporary greeting, press 9 to set expiry date and time
 - Dial 4 to exit
3. **To Record Your Personal Verification:**
 - Dial “82” for personal verification, pause 1 second then press “9”
 - Dial “5” to record, then record your name and, if you wish, your title or extension number
 - Press # to end the recording
4. **Playing Your Messages:**
 - After logging into your mailbox listen to the message announcement
 - To play the message, press “2”



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- To delete the message press “76”
 - Additional message commands:
 - Skip backward (5 seconds) “1”
 - Skip forward (5 seconds) “3”
 - Go to previous message “4”
 - Go to next message “6”
 - Pause “#”
 - Play Message Faster “23”
 - Play Message Slower “21”
5. **Bypass a greeting when you reach a mailbox:**
- If you are listening to a greeting and wish to skip it and leave your message, press “5” to begin recording immediately
6. **To log off your Nortel Call Pilot Mail system:**
- Dial “83” and hear the system say “Good bye”
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Sample Voice Mail Greeting

This is (your name) I am unable to take your call at this time. Please leave a detailed message after the tone and I will return your call. Thank You.

Quick Reference Information

Keypad Commands

Skip Backwards	1
Play	2
Play Message Faster	23
Play Message Slower	21
Skip Forward	3
Previous Message	4
Next Message	6
Message Commands	7
Mailbox Commands	8
Stop/Exit	#
Help	*

Message Commands

Play Envelope	72
Delete/Restore	76
Cancel/Exit	7#
Message Help	7*

Mailbox Commands

Log In	81
Greetings	82
Log Off	83
Password Change	84
Go To A Message	86
Personal Verification	82, pause 1 second then 9
Cancel/Exit	8#
Mailbox Help	8*

