

# Oberlin College

## Call Pilot QUICK REFERENCE

### LOGGING IN

#### FROM YOUR PHONE

1. Dial Call Pilot Ext: 56600
2. Press #
3. Enter your Password
4. Press #

#### FROM ANOTHER PHONE

1. Dial Call Pilot Ext: 56600
2. Enter YOUR mailbox number
3. Press #
4. Enter your Password
5. Press #

### LOGGING OUT

1. Press 83
- Always log off before hanging up from Call Pilot*

### GETTING STARTED

#### CHANGE YOUR PASSWORD

1. Log on
2. Press 84
3. Enter OLD password
4. Press #
5. Enter NEW password
6. Press #
7. Enter NEW password again
8. Press #

#### RECORD YOUR NAME

1. Log on
2. Press 82, pause 1 second then press 9
3. Press 5 to begin recording
4. Record your name
5. Press # to end recording

#### RECORD YOUR GREETING

- | <i>External Greeting</i> | <i>Internal Greeting</i> |
|--------------------------|--------------------------|
| 1. Log on                | 1. Log on                |
| 2. Press 82              | 2. Press 82              |
| 3. Press 1               | 3. Press 2               |
| 4. Press 5               | 4. Press 5               |
| 5. Record greeting       | 5. Record greeting       |
| 6. Press # to end        | 6. Press # to end        |

#### *Temporary Greeting*

1. Log on
2. Press 82
3. Press 3
4. Press 5
5. Record Greeting
6. Press # to end

#### CUSTOMER OPERATOR

1. Log on
2. Press 80
3. Press 1
4. Enter number
5. Press #

### BASIC MAILBOX USES

#### LISTENING TO MESSAGES

1. Log on
2. Press 2 to listen

#### MESSAGE COMMANDS

- 1 = Skip Backward
- 2 = Play / Listen
- 3 = Skip Forward
- 4 = Play previous message
- 5 = Record
- 6 = Scan through messages
- 9 = Call the internal sender
- 0 = Operator
- \* = Help
- # = Stop / End / Enter
  
- 70 = Delivery Options
- 71 = Reply to internal message
- 72 = Play the envelope
- 73 = Forward this message
- 75 = Compose a message
- 76 = Delete this message
- 77 = Print to a fax
- 79 = Send this message
- 80 = Set up Custom Operator
- 83 = Log out of Voice Mail
- 85 = Distribution Lists
- 86 = Go to a particular message

#### COMPOSE A MESSAGE

1. Log on
2. Press 75
3. Enter DESTINATION Mailbox
4. Press #
5. Press #
6. Press 5 and record
7. Press # ( Del Opts press 70)
8. Press 79 to send

#### Reply to an Internal Msg

1. Press 71
2. Press 5 and record
3. Press #
4. Press 79 to send

### Voice Mail

#### Access Numbers:

From Outside 440-775-6600

Express Mail 440-775-8888

