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.

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"

- 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"

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***