

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

CALLPILOT VOICEMAIL FEATURES

** Please ensure you do steps 1, 2, and 3.

LOG ON

INTERNAL LOG ON

- Lift handset or press idle extension key
- Press MESSAGE key or dial 7000
- They system will say "Callpilot Mail – Mailbox?"
- Key in your mailbox number followed by #
- The system will say "Password?"
- Enter the password, followed by #

EXTERNAL LOG ON

- Dial 742-9773 or 1-877-741-4577
- When you hear the auto attendant Press 7
- They system will say "Callpilot Mail – Mailbox?"
- Key in your mailbox number followed by #
- The system will say "Password?"
- Enter the password, followed by #

#1 CHANGING YOUR PASSWORD **FOLLOW LOG ON PROCEDURE**

- Press 84
- The system will say:
"Enter new password followed by #."
"Enter new password again followed by #."
"Enter old password followed by #."
"Your password has been changed."

#2 PERSONAL VERIFICATION **FOLLOW LOG ON PROCEDURE**

- Press 82, then press 9
- The system will say "There is no name for Personal Verification of Mailbox (Extension)."
- Press 5 to record. After the tone, record your name and extension number
- Press # when finished recording
- The system will play the name back – "The Personal Verification is (Name)."
- Press 83 to log off

#3 PERSONAL GREETINGS **FOLLOW LOG ON PROCEDURE**

- Press 82
- Press 1 to record an external greeting
- Press 2 to record an internal greeting
- Press 3 to record a temporary greeting
- *NOTE: An expiry date and time will need to be set. Once set, it begins immediately
- Press 5 to record. After the tone, record greeting
- Press # when finished recording

At this time they system will allow you to:

- Press 2 to replay greeting
- Press 76 to delete greeting
- Press 4 to return to messages
- They system will say "Callpilot Mail-Mailbox?"
- Key in your mailbox number followed by #
- The system will say "Password?"
- Enter password, followed by #
- Press 83 to log off

PLAYING YOUR MESSAGES **FOLLOW LOG ON PROCEDURE**

- Press 2 to play messages
- At this time the system will allow you to:
- Press # to pause during playback
- Press 2 to continue
- Press 1 to skip backwards 5 seconds
- Press 3 to go forward 5 seconds
- Press 4 to previous message
- Press 6 to next message
- Press 76 to delete message
- Press 83 to log off

TO LOG OFF **WHILE IN CALLPILOT MAIL**

- Press 83
- The system will say "Goodbye."
- NOTE: Call Forward your telephone to extension 7000 when away from you desk. This allows a caller to be forwarded to your mailbox immediately.

MESSAGE OPTIONS

FORWARD A MESSAGE **FOLLOW LOG ON PROCEDURE**

To forward a voice message that you have received:
After listening to the message:

- Press 73
- Enter mailbox number(s) of person(s) you are forwarding message to followed by #
- Press # again (to complete list)
- Press 5 to record additional information prior to sending message, followed by #
- Press 79 to send message
- Press 83 to log off

COMPOSE A MESSAGE **FOLLOW LOG ON PROCEDURE**

- Press 75
- Enter a list of mailbox number(s) followed by #
- Press # again (after entering the last mailbox number)
- Press 5 to record. After the tone, record message
- Press # when finished recording
- Press 70 for more options
- Press 79 to send message
- Press 83 to log off

REPLY TO MESSAGES **FOLLOW LOG ON PROCEDURE**

To reply to sender of a message when sent from a CallPilot Mail User, after listening to the message:

- Press 9 to reach caller on your system
- OR**
- Press 71 to reply via voice mail
- Press 5 to record. After the tone, record reply
- Press # when finished recording
- Press 79 to send message
- Press 83 to log off