CALL PILOT VOICE MAIL
QUICK REFERENCE GUIDE
ENDICOTT COLLEGE

INITIALIZING YOUR VOICE MAIL

LOG IN

Dial 2266 or Press **MESSAGE** KEY
From your desk – Press **# sign or**
From another desk **– YOUR extension and # sign or**
Outside the building **– Dial 978-232-2266, your Extension number and # sign**

ESTABLISHING NEW PASSWORD

Your default Password is "12" + Your Extension and
Password can be 6 – 16 digits long
Cannot be your *extension, single digit repeated or consecutive digits*
Press **84**
Enter **Old** Password and **# sign -repeat default assword**
Enter **New Password** and **# sign**
Enter **New Password** again and **# sign**

RECORD YOUR NAME

Press **82, Then Press 9**
Press **5**, wait for tone
Record name, press **# sign**
Press **2** to listen to name
To re-record press **5**
To delete and re-record press **76**

FUTURE LOGINS

LOG IN

Dial 2266 or Press **MESSAGE** key and
From your desk – Press **# sign**
From another desk **– YOUR extension and # sign**
Outside the building **– Dial 978-232-2266, Extension number and # sign.**
Then:
Enter **new password** and **# sign**

PLAYING YOUR MESSAGES

Log on to Mail Box
Press **2** to listen to message

END OF MESSAGE OPTIONS

76 – Delete (76 is also used to undelete during current session)
6 – Next Message
4 – Previous Message
86 – Enter message number and # sign for specific Message
9 – Call Sender
71 – Reply to Sender
73 – Forwarding a Message

PLAY BACK CONTROLS

1 – Skip Back
3 – Skip Forward
 # - To Pause and
2 – To Continue
72 – To Play Envelope
21 – Play message slower
23 – Play message faster

CREATING YOUR PERSONAL GREETING

Log into your Mailbox
Press 82 and enter one of the following:
1 – For **External Greeting**
2 – For **Internal Greeting**
3 – For **Temporary Greeting**
9 – For **Personal Verification**
Press -
5 – begin recording
2 – to playback
76 – to delete or
- to approve
4 – to exit

Temporary Greeting

To set Expiring Date and Time
Press **9** – enter **Month** and **#**, **Date** and **#, Time** and **#**
Press # only for current month or day
Press **#,#,# to set no time**
Press **4** – to exit

COMPOSING A MESSAGE

Log into your Mailbox
Press **75**
Enter extension number(s) and **#** between each extension
Press # and Press :
5 – to record
2 – to playback
79 - to send
76 - to delete

EXPRESS MESSAGING

Sends a message to another mailbox without logging in
Dial 1266
Enter extension number and # sign
Say your message at tone
Hang up

TAGGING OPTIONS

Indicates you wish a message handled in a special way.
Record message, Press **70**
Then press:
1 – Urgent
4 – Private
5 – Acknowledge
6 – Timed Delivery
79 - to send

DISTRIBUTION LIST

To Create List:
Log into Mailbox
Press **85**
Enter list number (1 to 9) and **#** sign
Press **5**
Enter Mailbox number, Press # after each Mailbox number
Press # sign when finished
To Delete List:
Log into Mailbox
Press **85**
Enter List number (1 – 9) and # sign
Press **76** to delete (after hearing list number)

TO CHANGE DIAL 0

Log into mailbox
Press **80** for mailbox options
Press **1,** Enter **new number**, press **#**