



NORTEL
NETWORKS™

CallPilot.™

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Voice Mail User Guide



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Welcome to **CallPilot**

CallPilot from Nortel Networks is an advanced business communications system that offers exceptional flexibility for managing your messaging needs.

You can work with CallPilot from your telephone or your computer. Here are some of the many CallPilot features you can use by entering commands on the keypad of your touchtone telephone:

- Play your messages.
- Forward and reply to messages.
- Compose, edit, and send messages.
- Dial and address by name or by number.
- Add message options such as urgent, private, and timed delivery.
- Create personalized distribution lists for sending messages.
- Receive remote notification of incoming messages.

Working with CallPilot

How to use this guide

This guide explains in detail how to work with CallPilot from the keypad of your touchtone telephone. If you want to use a feature or service described in this guide but you cannot access it, check with your administrator.

CallPilot terms

Access numbers

Your administrator gives you the access numbers you need for CallPilot. Keep a handy record of these numbers in *Your CallPilot numbers*.

Mailbox

Your CallPilot mailbox stores your messages, recorded greetings, distribution lists, and other personal settings. You can log in to your mailbox at any time to play your messages and use all of the available CallPilot features and services. Your administrator will assign you a mailbox number, which is usually your extension number.

Password

Your personal password provides security for your mailbox and its contents. All of your interaction with CallPilot is confidential; no one else can access your mailbox.

Help sources

Voice prompts

On your telephone, CallPilot guides you with voice prompts at each step. The prompts tell you what to do next, or what options are available, so you don't have to remember every step. You can interrupt a prompt by pressing the key for the next step.

Context-sensitive help

On your telephone, you can press * for Help at any time while you are logged into your mailbox. You will hear the options that are available for your next step.

My CallPilot

On your computer, web-based My CallPilot provides a Useful Information page specific to the mailbox options, features, and services that are available to you.

Printed help

In addition to this user guide, a printed Quick Reference Card and a printed Wallet Card are available. Keep them near your telephone or take them with you when you travel.

CallPilot keypad commands

Login → Message List Commands

1 Skip Back	2 Play	3 Skip Forward
4 Previous Message	5 Record	6 Next Message
7 Message Commands	8 Mailbox Commands	9 Call Sender
* Help	0 Attendant/ Thru-Dial	# Stop

Greetings

1 External Greeting	2 Internal Greeting	3 Temporary Greeting
4	5	6
7	8	9 Record Name
* Greeting Help	0	# Cancel/ Exit

Message Commands

1 Reply	2 Play Envelope	3 Forward
4 Reply All	5 Compose	6 Delete/ Restore
7 Print	8	9 Send
* Message Help	0 Message Options	# Cancel/ Exit

Mailbox Commands

1 Login	2 Greetings	3 Disconnect
4 Password Change	5 CallPilot Tools	6 Go to a Message
7	8	9 Change List
* Mailbox Help	0 Mailbox Options	# Cancel/ Exit

CallPilot Tools

1	2 Remote Notification	3
4 Return to Speech	5 Distribution Lists	6
7	8	9
* Tools Help	0	#

Message Options

1 Urgent On/Off	2	3 Economy On/Off
4 Private On/Off	5 Acknowledge On/Off	6 Timed Delivery
7 Add Attachment	8	9
* Options Help	0	# Cancel/ Exit

Mailbox Options

1 Custom Operator	2	3 Fax Options
4 Autologin On/Off	5	6
7 Block Messages	8	9
* Options Help	0	# Cancel/ Exit

Fax Options

1 Autoprint On/Off	2 Default Printer	3
4	5	6
7 Separator Page	8	9
* Fax Help	0	# Cancel/ Exit

Using standard commands

CallPilot has many standard commands that are common to all features, so you don't need a main menu. For example, Play is always **2**, Record is always **5**, and Help is always *****. If you learn these standard commands, you can use all CallPilot features without memorizing every step.

Playing and recording

To play your messages, record messages, and record greetings, use these standard commands as needed:

1 Skip Back	2 Play	3 Skip Forward
4 Previous Message	5 Record	6 Next Message

Message commands and mailbox commands

To access more features from your message list, use these two families of commands. Commands that you use on the current message begin with **7**. Commands that you use to manage your mailbox begin with **8**.

7 Message Commands	8 Mailbox Commands
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Always available

Press ***** for context sensitive Help prompts at any time. Press **#** to stop playback or recording, to cancel a menu selection, to end data entry, or to end addressing.

* Help	# Stop
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Logging in to your mailbox

To log in to your CallPilot mailbox, you need the CallPilot multimedia messaging access number, and your own mailbox number and password.

Your administrator gives you these numbers and any other numbers you need for CallPilot features and services. Keep a handy record of these numbers in *Your CallPilot numbers*, page 31.

To log in for the first time

Your administrator will give you a temporary password that you change the first time you log in.

- 1 Decide on a new password. See *Changing your password*, page 8.
- 2 Follow the login steps below, using your temporary password.
- 3 When you are asked to enter a new password, follow the prompts. See *Changing your password*, page 8.

To log in

You can log in to your mailbox from any touchtone telephone. When logging in from your own telephone, you may be able to press a message key instead of dialing the access number.

- 1 Dial the CallPilot multimedia messaging access number, or press the message key on your telephone.
- 2 Enter your mailbox number, then press #. Or, at your own telephone, just press #.
- 3 Enter your password, then press #.

You are now in your mailbox and can use all the message list commands.

To log in using Autologin

Autologin is an option that makes login easier because you don't have to enter your mailbox and password. Your administrator can allow secure numbers such as your office or home telephone for Autologin. See *Turning Autologin on or off*, page 10.

To access your mailbox when Autologin is turned on, dial the CallPilot access number or press the message key at one of your specified Autologin numbers.

To disconnect

When you have finished your CallPilot session, press **8 3** to disconnect, or hang up.

Changing your password

8 4

When you log in for the first time, you must change your password from the one you were first assigned. After that, you can change your password as often as required. Your administrator sets the minimum length for a password.

To change your password

- 1 While logged in to your mailbox, press **8 4**.
- 2 Enter your current password, then press **#**.
- 3 You may see dashes instead of numbers if you have a display phone.
- 4 Enter your new password, then press **#**.
- 5 Enter your new password again, then press **#**.

If your password expires, follow the steps for changing a password.

If you forget your password, your administrator can assign you a temporary password. Log in with the temporary password, then change it immediately.

Choosing a secure password

CallPilot prevents you from using some passwords if they are too short or too simple, or if you have used the same one recently. Also, CallPilot requires that you change your password on a regular schedule set by your administrator.

Keep your mailbox secure by choosing passwords that are not easily discovered. Decide on a system for choosing passwords that is easy for you to remember but hard for anyone else to guess. For example, you can create a unique and easy-to-remember password by combining letters and numbers on your telephone keypad.

Recording your name

8 2 9

Your personal verification is used in your greetings and addressed messages, and in express messaging, name dialing, and remote notification announcements.

To record a personal verification

- 1 While logged in to your mailbox, press **8 2** for Greetings, then **9** to record your name. *You hear your current recorded name, if there is one.*
- 2 Press **5** to record. Wait for the tone, then record your name.
- 3 Press **#** to end the recording.

To play, delete, or re-record your personal verification

You can play, delete, or re-record your personal verification the same way as your greetings. See *Recording greetings*, page 9. If you delete your personal verification, your callers hear just your mailbox number or your name spelled one letter at a time.

To return to your messages

When you have finished recording your personal verification, press **4**.

You can record external, internal, and temporary greetings. Callers from outside your organization hear your external greeting, callers within your organization hear your internal greeting. If you don't record an internal greeting, all callers hear your external greeting.

You can record a temporary greeting to tell your callers that you are away from the office. All callers hear your temporary greeting if you record one. Tell your callers the times or dates of your absence, and when you will retrieve your messages. You can set up your mailbox to refuse messages while you are away. See *Blocking messages*, page 10.

Keep your greetings brief and informative, and speak clearly. Check your greetings by calling your number from external and internal telephones.

To record your greeting

- 1 While logged in to your mailbox, press **8 2**.
- 2 Press **1** for external greeting, **2** for internal greeting, or **3** for temporary greeting.
- 3 Press **5** to record. Wait for the tone, then record your greeting.
- 4 Press **#** to end the recording.

To play, delete, or re-record your greeting

While at your greeting, you can play, delete, or re-record it.

- ▶ To play your greeting, press **2**.
- ▶ To delete your greeting, press **7 6**.
- ▶ To re-record your greeting or add to it, press **5** at the point in the greeting where you want to start. Record the new greeting, then press **#**.

To set the expiry date for your temporary greeting

You can set an expiry month, day, and time for your temporary greeting. When the temporary greeting expires, your callers will hear your external or internal greeting.

- 1 While at your temporary greeting, press **9** to set the expiry date.
- 2 Enter the month, day, and time, pressing **#** after each entry.
 - ▶ For the current month or day, press **#** only.
 - ▶ For a time setting of 9:00, press **9 0 0 #**. For a.m., press **1**; for p.m., press **2**. Expiry time will be 9:00 in the time zone at your mailbox location.
 - ▶ For the standard expiry time of one minute after midnight on the date you specified, press **#** for time.
 - ▶ For no expiry, press **###**.

If you do not set an expiry date, or if you press # for month, day, and time, your temporary greeting will remain in effect until you delete it.

To return to your messages

When you have finished recording your greetings, press **4**.

Assigning a custom operator

8 0 1

You can offer your callers the option of leaving a message or speaking to one of your assistants or colleagues. In your greeting, tell callers to press zero if they wish to speak to this person in your absence. The custom operator number is the number your callers reach when they press zero. Ask your administrator if this feature is available to you.

To review and assign your custom operator number

- 1 While logged in to your mailbox, press **8 0** for mailbox options, then **1** to review the custom operator number.
A prompt tells you the current custom operator number.
- 2 Enter the new custom operator number.

Blocking messages

8 0 7

You can temporarily prevent your callers from leaving messages in your mailbox. You can choose to transfer callers to an operator, or disconnect them. As a courtesy to your callers while message blocking is turned on, you should record a temporary greeting that provides details of your absence and tells callers what to do. Ask your administrator if message blocking is available to you.

To block your messages and set options

- 1 Press **8 0** for mailbox options, then **7** for message blocking.
- 2 Turn message blocking on or off:
 - ▶ To turn message blocking on at all times, press **1**.
 - ▶ To turn message blocking off, press **2**.
 - ▶ To block your messages only when a temporary greeting is in effect, press **3**.
- 3 To allow callers to speak to the custom operator you assigned, press **1**.
Or, to have callers disconnected after your greeting, press **2**.

Turning Autologin on or off

8 0 4

Ask your administrator if Autologin is available to you. See *To log in using Autologin*, page 7.

- 1 While logged in to your mailbox, press **8 0** for mailbox options, then **4** for Autologin.
- 2 Press **1** to turn Autologin on, or press **2** to turn it off.

CallPilot lets you know when you have new messages. Your telephone may have a message waiting light, or you may hear a special dial tone when you pick up the handset.

Your mailbox summary tells you the number of new voice and fax messages in your message list and if any of them are urgent. The summary also tells you if any recorded messages are unsent.

Each message header tells you the sender's name, and the date and time that the message was received at your mailbox.

To play your messages

When you log in to CallPilot, you hear the mailbox summary, then the header for your first new message. (If Autoplay is enabled, your messages play automatically.)

- 1 While you are in your message list, you can go to any message and play it.
 - ▶ To play the current message, press **2**.
 - ▶ To go to the next message, press **6**; to go to the previous message, press **4**.
 - ▶ To go to a specific message, press **8 6**, enter the message number, then press **#**.
 - ▶ To start over at the first message from the end of your message list, press **6**.
- 2 When you have played your messages, press **8 3** to disconnect from CallPilot, or hang up. Or, you can remain logged in to use other messaging features.

To review and respond to your messages

While you are playing a message, you can use these message commands:

- ▶ To skip back five seconds in the message, press **1**; to skip forward five seconds in the message, press **3**.
- ▶ To pause, press **#**; to continue, press **2**.
- ▶ To slow down a message, press **2 1**; to speed it up, press **2 3**. You can increase the speed three times above normal, and decrease it two times below normal.
- ▶ To play your messages softer, press **2 4**; to play your messages louder, press **2 6**. You can increase the volume three times above normal, and decrease it two times below normal. The next time you log in, message volume will be normal.

Before, during, or after playing a message, you can use these message commands:

- ▶ To play the message envelope, press **7 2**.
- ▶ To delete the message and move to the next message, press **7 6**. To restore the deleted message (before disconnecting), return to the message and press **7 6**.
- ▶ To respond to the message, see *Calling the sender*, page 15, *Replying to the sender*, page 15, *Replying to the sender and all recipients*, page 15, and *Forwarding a message*, page 16.
- ▶ Press **7 *** for Help on message commands.

Changing message speed

2 1 2 3

You can change the speed of a message while playing it. For example, if your caller spoke very fast, you can slow down the message.

To play a message slower or faster

While you are playing a message, press **2 1** to slow it down, or press **2 3** to speed it up. You can increase the speed three times above normal, and decrease it two times below normal.

Changing message volume

2 4 2 6

You can change the volume of a message while playing it. For example, if you are playing your messages in a noisy environment, you can increase the volume to hear better. While you are logged in to CallPilot, all your messages play at the volume you set unless you change the setting. The next time you log in, message volume will be normal.

To play a message softer or louder

While you are playing a message, press **2 4** to play it softer, or press **2 6** to play it louder. You can increase the volume three times above normal, and decrease it two times below normal.

Deleting and restoring messages

7 6

You can delete and restore (undelete) messages before, during, or after playing the message. Deleted messages are removed from your mailbox at the end of your CallPilot session. You cannot restore a message after you disconnect.

To delete a message

While at a message, press **7 6** to delete it and move to the next message.

To restore a message

Before disconnecting, return to the deleted message and press **7 6** to restore it.

Message storage

Your played messages are automatically deleted on a schedule set by your administrator. You can review auto-deleted messages and restore them. To restore an auto-deleted message when prompted, press **7 6**. Ask your administrator if this feature is available to you.

You can place a call to the sender of a message, if CallPilot can address the sender.

To call the sender

- 1 After listening to a message or while it is playing, press **9** to call the sender.
- 2 Speak to the sender or leave a message.
- 3 When you have finished your call, hang up.

You may be able to return to your messages without hanging up and logging in again.

Replying to the sender

You can record a reply to the sender of a message, if CallPilot can address the sender.

To record a reply to the sender

- 1 After listening to a message or while it is playing, press **7 1** to reply to the sender. *Your reply is addressed automatically. You do not have to enter a name or number.*
- 2 Press **5** to record your reply. Wait for the tone, then begin recording.
- 3 Press **#** to end recording your reply.
 - ▶ To review your message, see *Checking and editing your message*, page 19.
 - ▶ To add options, see *Adding message options*, page 20.
 - ▶ To add attachments, see *Adding message attachments*, page 21.
- 4 Press **7 9** to send the message.

Replying to the sender and all recipients

You can record a reply to the sender and all the recipients of a message, if CallPilot can address the numbers.

To record a reply to the sender and all recipients of a message

- 1 After listening to a message or while it is playing, press **7 4** to reply to the sender and all recipients of the message. *Your reply is addressed automatically. You do not have to enter names or numbers.*
 - ▶ To play the list of recipients to whom your reply will be sent, press **7 2**.
- 2 Press **5** to record your reply. Wait for the tone, then begin recording.
- 3 Press **#** to end recording your reply.
 - ▶ To review your message, see *Checking and editing your message*, page 19.
 - ▶ To add options, see *Adding message options*, page 20.
- 4 Press **7 9** to send the message.

You can forward a message to another mailbox, to a distribution list, or to a telephone number. You can also record an introduction to the original message. You cannot forward a message marked Private.

To forward a message

- 1 After listening to a message or while it is playing, press **7 3** to forward the message.
- 2 Enter the number to which you want to forward the message, then press **#**. Repeat this step for each additional number to which you want to forward the message.
 - ▶ For details on addressing your message, see *Addressing a message*, page 18, and *Addressing by name*, page 19.
 - ▶ If you need to cancel an address, see *To cancel an address entry*, page 17.
- 3 When you have finished entering addresses, press **#** again to end the list.
- 4 Press **5** if you want to record an introduction. Wait for the tone, then begin recording.
- 5 Press **#** to end recording your introduction.
 - ▶ To review your message, see *Checking and editing your message*, page 19.
 - ▶ To add options, see *Adding message options*, page 20.
- 6 Press **7 9** to send the message.

To compose a message, you address it first, then record your message and send it. You can address a message to one or more people or distribution lists. Before you send a message, you can edit it and add message options. You can also attach other messages, including faxes, to your new message and send them together.

To address, record, and send a message

You address a message to one or more recipients before you start recording. An address is typically a mailbox number or a distribution list number. You may also be able to address messages to other numbers. You can also address a message by spelling a person's name.

- 1 While logged in to your mailbox, press **7 5**.
- 2 Enter the first address, then press **#**.
- 3 Continue to enter addresses followed by **#**.
 - ▶ See *Addressing a message*, page 18, and *Addressing by name*, page 19.
 - ▶ If you need to cancel an address, see *To cancel an address entry* below.
- 4 When you have finished entering addresses, press **#** again to end the list.
- 5 Press **5** to record your message. Wait for the tone, then start recording.
- 6 Press **#** to end the recording.
 - ▶ To review your message, see *Checking and editing your message*, page 19.
 - ▶ To add options, see *Adding message options*, page 20.
- 7 Press **7 9** to send the message.

To cancel an address entry

You can cancel an address you entered while you are at step 2 above. After you have pressed the final **#** at the end of the list, you cannot cancel any entries. If you cancel a distribution list number, the entire distribution list is deleted from your address list.

- 1 Press **0 #** to cancel the last address you entered in the list.
- 2 Repeat this step for each address you want to cancel, erasing entries one at a time from the end of the list.
- 3 Return to step 3 above.

Addressing a message

You can address your messages to local mailboxes and distribution lists. For the required prefixes, press * for Help when addressing, or ask your administrator. Keep a record of these prefixes in *Your CallPilot numbers*, page 31.

When CallPilot prompts you for a mailbox number, enter the appropriate prefix if required, then the number. When you have entered all the required addresses, return to step 3 in *To address, record, and send a message*, page 17.

To address a message to a local mailbox

Enter the mailbox number, then press #.

To address a message to a distribution list

Enter the distribution list number, then press #.

To address a message to a telephone

You can address and send a recorded message to a telephone.

Enter the prefix if required, followed by the recipient's telephone, then press #.

When you send a message to a person at a telephone number, CallPilot calls the person's telephone and states that there is a message from you. The system tells the recipient which key to press to hear the message, or the message plays automatically. The recipient can respond by recording a reply.

Addressing by name

You can enter an address by spelling a person's name on your telephone keypad instead of entering a number. You can use name addressing for addressing a message, creating a distribution list, express messaging, and thru-dialing.

When you have entered all the required addresses, return to step 3 in *To address, record, and send a message*, page 17.

To address by name

- 1 When CallPilot prompts you for a mailbox number, enter the name addressing prefix.
 - ▶ If you don't know the prefix, press *****.
- 2 Spell the last name, then the first name.
 - ▶ For Q, press **7**; for Z, press **9**. For example, to reach Quinn, Bob, dial **78466262**.
 - ▶ If you don't know the complete name, enter the first few letters, then press **#**. Select from the list of possible matches for the name.
- 3 You can stop spelling the name as soon as the system announces a match. You do not have to press **#**. The message is automatically addressed with the mailbox number for this name.
- 4 If the name is part of a list of addresses, continue to enter addresses. When you are finished, press **#** to end the list.

Checking and editing your message

After you have recorded your message, you can review it before sending it. To play or change the message, use any of these standard commands:

- ▶ To play the message, press **2**.
- ▶ To skip back five seconds in the message, press **1**; to skip forward five seconds in the message, press **3**.
- ▶ To pause, press **#**; to continue, press **2**.
- ▶ To play the message envelope, including the list of recipients, press **7 2**.
- ▶ To slow down a message, press **2 1**; to speed it up, press **2 3**. You can increase the speed three times above normal, and decrease it two times below normal.
- ▶ To play the message softer, press **2 4**; to play the message louder, press **2 6**. You can increase the volume three times above normal, and decrease it two times below normal. The next time you log in, the message volume will be normal.
- ▶ To delete the message and move to the next message, press **7 6**. To restore the deleted message (before disconnecting), return to the message and press **7 6**.
- ▶ To re-record the message or add to it, press **5** at the point in the message where you want to start. Record the new message, and end by pressing **#**.
- ▶ The new recording erases the old one from the point where you start to re-record.

When you create a message, you can indicate that you want it handled in a special way. The message options are Urgent, Economy, Private, Acknowledgment, and Timed Delivery. A message cannot be tagged both Urgent and Economy. Before sending the message, you can check the options by pressing **7 2** to play the message envelope.

To add an Urgent option

When you send a message marked Urgent, the recipient is notified in the mailbox summary and in the message header that the message is urgent.

Before or after recording a message, press **7 0**, then **1** to add the Urgent option.

- ▶ To cancel an Urgent option for a message, press **7 0**, then **1** again.

To add a Private option

When you send a message marked Private, recipients in your organization cannot forward it or attach it to another message.

Before or after recording a message, press **7 0**, then **4** to add the Private option.

- ▶ To cancel a Private option for a message, press **7 0**, then **4** again.

To request an acknowledgment to your message

When you send a message marked Acknowledgment, CallPilot automatically deposits a separate acknowledgment message in your mailbox after each recipient has read your message.

Before or after recording a message, press **7 0**, then **5** for Acknowledgment.

- ▶ To cancel an Acknowledgment request for a message, press **7 0**, then **5** again.

To set a specific time for delivering a message

You can compose a message to be delivered to the recipients at a future date and time.

1 Before or after recording a message, press **7 0**, then **6** for Timed Delivery.

2 Enter the month, day, and time, pressing **#** after each entry.

- ▶ For a time setting of 9:00, press **900#**. For a.m., press **1**; for p.m., press **2**. Delivery will be 9:00 in each recipient's time zone.
- ▶ For the current month or day, press **#** only.
- ▶ For delivery one minute after midnight on the date you specified, press **#** for time.
- ▶ To cancel Timed Delivery for a message, press **#** for month, day, and time.

To add an attachment to a message

You can attach one or more voice messages currently in your mailbox to your message before sending it. You cannot attach a message marked Private.

- 1 Before or after recording a message, press **7 0** for Message Options, then **7** for Add Attachment.
- 2 Enter the message number of the message that you want to attach to your unsent message, then press **#**.

Express messaging

Express messaging is a fast way to send a message to another mailbox without logging in to your own mailbox to compose and send the message. You may also be able to send a fax by express fax messaging. Ask your administrator for the express messaging number and if express fax messaging is available.

To send a message without logging in

- 1 Dial the CallPilot express messaging number.
- 2 Enter the mailbox number of the person for whom you are leaving the message, then press **#**.
 - ▶ To address your message by name, see *Addressing by name*, page 19.
- 3 Wait for the tone, then record your message.
 - ▶ To review your message, see *Checking and editing your message*, page 19.
 - ▶ To add options, see *Adding message options*, page 20.
 - ▶ To add attachments, see *Adding message attachments*, page 21.
- 4 Hang up.

Thru-dialing

While you are using CallPilot, you can make a call without hanging up. Ask your administrator if thru-dial is available to you.

To place a call while logged in

While logged in to your mailbox, press **0**, followed immediately by the telephone number you want to call, then press **#**. Do not pause for more than two seconds while you are entering the number.

To place a call while logged in using name dialing

When you enter a name instead of a number with thru-dial, CallPilot places the call as soon as it finds a match for the name.

- 1 While logged in to your mailbox, press **0**, then enter the name dialing prefix.
 - ▶ If you don't know the number, press *****.
- 2 Enter the last name, then the first, until your call is placed.
 - ▶ For instructions on entering the name, see *Addressing by name*, page 19.

To reach your custom operator number while logged in

Your custom operator number is the number your callers reach when they press zero.

While logged in to your mailbox, press **0**, then wait for the call to be answered.

A distribution list saves you time when you send messages to the same group of addresses. You can create up to 99 personal distribution lists, and record a name to identify each list. Each personal distribution list can contain up to 200 entries. You can also use shared distribution lists supplied by your administrator.

To create a personal distribution list

A personal distribution list can contain all of the same types of addresses to which you can send a composed message, except other personal distribution lists. An entry can be a mailbox number, shared distribution list number, network mailbox, open network mailbox, Internet user, or telephone number. See *Addressing a message*, page 18. You can also add an entry by spelling a person's name. See *Addressing by name*, page 19.

- 1 While logged in to your mailbox, press **8 5** for CallPilot Tools, then **5** to create distribution lists.
 - ▶ To play a summary of all your lists, press *****.
- 2 Enter a number from **1** to **99**, then press **#**.
- 3 Press **9** if you want to record a name to help you identify this list in the future. At the prompt, press **5**, record the list name, then press **#**.
- 4 Press **5** to start entering addresses into the list.
- 5 Enter the first address, then press **#** in the same way you address a message.
- 6 Continue to enter addresses, pressing **#** after each one.
 - ▶ To cancel the last number you entered in the list, press **0 #**.
- 7 When the list is complete, press **#**.
- 8 When you are finished, press **4** to return to your messages.

To play, edit, or delete a personal distribution list

After you create a personal distribution list, you can play it to hear all the addresses, add to it, delete it, and search for addresses in the list.

- 1 While logged in to your mailbox, press **8 5**, then **5**.
- 2 Enter the distribution list number, then press **#**. If you don't remember the number, press ***** to hear a summary of your personal distribution lists.
 - ▶ To play the contents of the list, press **2**.
 - ▶ To add addresses to the list, press **5**. Enter each address, then press **#**. When the list is complete, press **#**.
 - ▶ To delete the entire list, press **7 6**. You can restore the list by pressing **7 6** immediately after deleting it.
 - ▶ To search for an address in the list so you can add it or delete it, press **6**. Enter the address, then press **#**. CallPilot tells you if the address is in the list. If the address is not in the list, you can add it by pressing **5**. If the address is in the list, you can delete it by pressing **7 6**.
- 3 When you are finished, press **4** to return to your messages.

CallPilot can notify you of new messages at a remote telephone or pager. Instead of calling in to your mailbox to retrieve your messages, you can specify a number, day, and time for Remote Notification. You can change these settings easily, and turn Remote Notification on or off as needed. Messages can be voice, fax, or mixed voice and fax. Ask your administrator if this option is available to you.

CallPilot can also notify you of new messages at a wireless e-mail device using Remote Text Notification. This feature can only be set up from My CallPilot, not from your telephone. See the *My CallPilot User Guide*.

You can have the two types of notification turned On simultaneously. For both types, you can set up two time periods for notification, and tell CallPilot whether you want to be notified of all messages or urgent messages only

To set up Remote Notification the first time

All you need to do the first time you set up Remote Notification is enter your remote number and select telephone or pager. You can change the message type, notification days, and notification times now, or use the standard settings.

- 1 While logged in to your mailbox, press **8 5** for CallPilot Tools, then **2** for Remote Notification.
- 2 Press **5** to set up Remote Notification.
- 3 At the prompt, enter the number of the telephone or pager at which you want to receive notification, then press **#**.
 - ▶ If you enter the wrong number, press **#**, then press **5** and re-enter the number.
- 4 Press **1** if the remote number is a telephone; press **2** if the number is a pager.

To change your Remote Notification settings, see the following pages.

To turn Remote Notification on and off

After you have set up Remote Notification for the first time, you can turn it on or off as needed, and change the setup at any time.

- 1 While logged in to your mailbox, press **8 5** for CallPilot Tools, then **2** for Remote Notification.
- 2 If Remote Notification is off, press **1** to turn it on.
or
If Remote Notification is on, press **2** to turn it off.

To return to your messages

When you have finished working in Remote Notification, press **4**.

Working in Remote Notification setup

There are four main settings in Remote Notification: telephone or pager number, message notification type, notification days, and notification times. At each setting, CallPilot tells you the current setting and allows you to keep the setting or change it. For detailed explanations of each setting, see the following pages.

This is how to go from one setting to the next:

- 1 While logged in to your mailbox, press **8 5** for CallPilot Tools, then **2** for Remote Notification.
- 2 Press **5** to review your current settings.
- 3 Press **5** again to change the first setting.
- 4 At each setting, change it if required, or press **#** to leave a setting without changing it. Press **3** to go to the next setting, or press **1** to go to the previous setting.
- 5 Press **6** to exit Remote Notification setup change.

Use the Remote Notification Planner below to decide how you want to set up your notification day and time periods.

Remote Notification Planner

Remote phone/pager number _____				Notification type: Any <input type="checkbox"/> Urgent <input type="checkbox"/>		
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

You can set one number at which you will be notified of new messages on all the days and times you specify. The remote number you specify must be a number allowed by CallPilot. Ask your administrator if you can use this number for remote notification. Your administrator may have to configure your mailbox for the pager or pager service you are using.

- 1 In Remote Notification setup change, press **5** when prompted for telephone or pager number change. You can press **#** to leave this setting without changing it, or continue.
- 2 At the prompt, enter the number of the telephone or pager at which you want to receive notification, then press **#**.
 - ▶ If you enter the wrong number, press **#**, then press **5** and re-enter the number.
- 3 Press **1** if the remote number is a telephone, or press **2** if the number is a pager.
- 4 If you selected pager, specify the pager type:
 - ▶ To select tone only pager, press **1**.
 - ▶ To select tone and voice pager, press **2**.
 - ▶ To select digital or numeric pager, press **3**. You can then enter a callback number followed by **#**, or just press **#** to use your organization's standard callback number.
 - ▶ To select a paging service, press **4**. At the prompt, enter your Pager Identification Number (PIN), then press **#**.
 - ▶ To select an alphanumeric pager, press **5**. At the prompt, enter your Pager Identification Number (PIN), then press **#**.
- 5 Press **3** to go to the next setting.

To change your notification message type

You can select one of two notification message types. This message type applies to all days and times you specify. If you select Any, the standard setting, you receive notification of all new messages. If you select Urgent, you receive notification only about messages that were marked urgent by the sender. Notification is for voice and fax messages.

- 1 In Remote Notification setup change, press **5** when prompted for message type. You can press **#** to leave this setting without changing it, or continue.
- 2 At the prompt, press **1** for Any, or press **2** for Urgent.
- 3 Press **3** to go to the next setting, or press **1** to go to the previous setting.

To change your notification days

You can set the days of the week on which you want to receive message notification remotely. The standard setup is Monday to Friday. You select each of the seven days individually, and you can omit some days. For example, you can select Monday, Wednesday, and Friday for remote notification. You can listen to a summary of your current selections by pressing ***** for Help.

To change your notification days (continued)

- 1 In Remote Notification setup change, press **5** when prompted for notification days. You can press **#** to leave this setting without changing it, or continue.
- 2 Select each notification day by pressing the number corresponding to that day of the week. For example, to select Monday, press **1**, to select Sunday, press **7**. Each day is assumed to be off until you select it, regardless of any previous settings.
 - ▶ To deselect a day, press its number again.
- 3 When you have finished selecting days, press **#**.
 - ▶ To change your selections, press **5**.
- 4 Press **3** to go to the next setting, or press **1** to go to the previous setting.

To change your notification times

You can set the times of the day at which you want to receive remote notification of messages. The standard time is all day. You can set two non-overlapping time periods within a 24-hour day; both periods apply to the one sequence of notification days that you selected above. Here are some tips for setting times:

- ▶ Time settings include minutes, and each setting must end with **#**. For a time setting of 9:00, press **9 0 0 #**. For a.m., press **1**; for p.m., press **2**. Time setting is for the time zone at your mailbox location.
 - ▶ Ask your administrator if your mailbox can be set up so that you receive notification when new messages are waiting at the start of your notification time period.
 - ▶ You can enter times that span midnight by entering an end time that is earlier than the start time; the end time is assumed to be on the next day. Select only the first day as a notification day. For example, if you select Monday as your only notification day, and you set up the time period for 11 p.m. to 7 a.m., you will receive notification from 11 p.m. Monday to 7 a.m. Tuesday.
- 1 In Remote Notification setup change, press **5** when prompted for notification times.
 - 2 At the prompt for start time, enter a new time, or press **#** to keep the current time.
 - 3 At the prompt for end time, enter a new time, or press **#** to keep the current time.
 - ▶ If a second time period already exists, you hear the times currently set. To delete the second time period, press **7 6**. To change the times, press **5**.
 - ▶ If a second time period does not exist and you want to add one, press **5**.
 - 4 At the prompt for start time, enter a new time, or press **#** to keep the current time.
 - 5 At the prompt for end time, enter a new time, or press **#** to keep the current time.
 - 6 Press **6** to exit Remote Notification setup change.

When you are the caller

When you are calling another person's CallPilot mailbox, you can use many of the messaging commands described in this guide. You can also tell callers from outside your organization how to use these commands. Here are some convenient and time-saving tips.

Interrupting greetings

While you are listening to a person's greeting, you can stop the greeting at any time by pressing **#** and then recording your message. This saves time when you call the same person frequently and don't need to hear the greeting.

If you call a person who has recorded a temporary absence greeting, you hear a warning when you try to stop the greeting. This allows you to continue listening if you want to, or to start recording.

Connecting to the custom operator

While you are listening to a person's greeting, you can press **0** to transfer to the custom operator number assigned for that mailbox.

Thru-Dialing to another number

You may be able to transfer to another person in the same organization by pressing **0**, followed immediately by the person's extension number. See *Thru-dialing*, page 22. You may be able to use name dialing if you don't know the extension number. Ask your administrator if these options are available to you.

Editing your recorded messages

When you record a message to leave in another person's mailbox, you can play it, delete it, or rerecord it just as you do when you compose a message in CallPilot. Use the commands described in *Checking and editing your message*, page 19.

Adding options to your recorded messages

When you record a message to leave in another person's mailbox, you can add options such as Urgent and Private just as you do when you compose a message in CallPilot. Use the commands described in *Adding message options*, page 20.

To log in after leaving a message

After you have left a message in another person's mailbox, you may be able to log in again to your CallPilot mailbox without hanging up. This is useful if you are using a pay phone or a credit card. Ask your administrator if this option is available.

To log in after leaving a message in another person's mailbox, press **#** then **8 1**, and follow the usual steps for logging in.

Your CallPilot numbers

Voice Mail access number: 398-8227

Express Messaging number: 398-2662

Name Dialing/Name Addressing prefix: 11

McGill Auto-Attendant number: 4400

CallPilot Multimedia Messaging User Guide

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