

District Office Call Pilot Voice Mail Instructions

LOGIN:

- Press MESSAGE key or dial **5595**
- Dial your mailbox number (4-digit ext. number)
- **OR** From your own phone press #
- Enter your password
- Press #

PLAYING AND HANDLING YOUR MESSAGES

- 6 = Play next message
- 4 = Play previous message
- 76 = Delete a message (76 again will restore msg)
- 71 = Reply to a senders message (internal only)
- 73 = Forward / Copy a message
- 2 = Skip time and date stamp
- # = Pause (2 to resume)
- 3 = Skip forward 3 seconds
- 1 = Skip backward 3 seconds
- 23 = Speed up a message
- 21 = Slow down a message
- 9 = Call Sender
- 72 = Time and Date stamp

LOG OFF

- **Dial 83** to disconnect

CHANGE PASSWORD

- Login to voicemail
- **Dial 84**
- Enter OLD Password (1+4-digit ext. number) press #
- Enter a NEW Password (4 - 10 digits) press #
- Enter NEW Password again and press #

RECORD A GREETING

- Login to voicemail.
- **Dial 82**
- Press 1 (external)
2 (internal)
3 (temporary)
- Press 5 to record
to stop
2 to listen
76 to delete
5 to re-record

COMPOSE A MESSAGE WHILE IN YOUR MAILBOX

- Login to voicemail.
- **Press 75**
- Enter mailbox no. (if more than 1, separate each box with a #)
- Press # again
- Press 5 to record at the tone
- Press # to stop (you may tag message here)
- Press 79 to send

RE-RECORD YOUR NAME

- Login to voicemail
- **Dial 829**
- Press 5 (record your **first** and **last name** at the tone)
- Press # to stop
- If you need to re-record press **76** to delete then **5** to re-record

EXPRESS MESSAGING

Allows you to leave a message *directly* in a mailbox.

- Dial Ext. **5597.**
- Enter desired mailbox
- Press #
- Record at the tone

Hang up **or** press # to tag this message

TRANSFER A CALLER DIRECTLY TO VOICE MAIL

- Press **Transfer** key
- Dial ext. 5597
- Enter 4-digit ext. number
- Press #
- Press the **Connect** key

ACCESSING YOUR MESSAGES FROM OUTSIDE THE OFFICE.

- Dial **(805) 652-5595**
- Press the # sign
- Follow Prompts as usual