Forwarding a message (cont'd)

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, begin recording, then press **#**.
5. Press **7 9** to send the message.

Composing a 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.

To address, record, and send a message

1. While logged in to your mailbox, press **7 5**.
2. Enter the first address, then press **#**.
3. Continue to enter addresses followed by **#**.
4. Press **0 #** to cancel the last address you entered in the list. Repeat this step for each address you want to cancel, erasing entries one at a time from the end of the list.
5. When you have finished entering addresses, press **#** again to end the list.
6. Press **5** to record your message. Wait for the tone, then start recording.
7. Press **#** to end the recording.
8. Press **7 9** to send the message.

Adding message options

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.

To add an Urgent option

1. Before or after recording a message, press **7 0,** then **1** to add the Urgent option.
2. To cancel an Urgent option for a message, press **7 0,** then **1** again.

To add an Economy option

1. Before or after recording a message, press **7 0,** then **3** to add the Economy option.
2. To cancel an Economy option for a message, press **7 0,** then **3** again

To add a Private option (recipients cannot forward)

1. Before or after recording a message, press **7 0,** then **4** to add the Private option.
2. To cancel a Private option for a message, press **7 0,** then **4** again.

To request an acknowledgment to your message

Before or after recording a message,

1. Press **7 0,** then **5** for Acknowledgment.
2. To cancel an Acknowledgment request for a message, press **7 0,** then **5** again.

To set a specific time for delivering a message

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.
3. For a time setting of 9:00, press **9 0 0 #**. For a.m., press **1**; for p.m., press **2**.
4. Delivery will be 9:00 in each recipient's time zone.
5. For the current month or day, press **#** only.
6. For delivery one minute after midnight on the date you specified, press **#** for time.
7. To cancel Timed Delivery for a message, press **7 0,** then **6** again.

Express messaging

To send a message without logging in

1. Dial the CallPilot express messaging number, ext. 5801
2. From Outside dial 925-296-5801
3. Enter the mailbox number of the person for whom you are leaving the message, then press **#**.
4. Wait for the tone, then record your message.
5. Hang up.

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Call Pilot

Quick Reference Guide

Call Pilot

To log in to your CallPilot mailbox, you need the CallPilot mailbox number and Password.

Logging On

To access from another telephone
1. Dial ext. 5800

To access from outside the telephone system
1. Dial 925-296-5800

Changing your password

To change your password
1. While logged in to your mailbox, press **8 4**.
2. Enter your current password, then press **#**.

Note: You may see dashes instead of numbers if you have a display phone.
1. Enter your new password, then press **#**.
2. Enter your new password again, then press **#**.

CallPilot prevents you from using some passwords if they are too short or too simple, or if you have used the same one recently.

Recording your name

To record a personal verification
1. While logged in to your mailbox, press **8 9** to record your name.
2. You hear your current recorded name, if there is one.
3. Press **5** to record. Wait for the tone, then record your name.
4. Press **#** to end the recording.
5. When finished recording your personal verification, press **4**.

Recording greetings

You can record external, internal, and temporary greetings.
1. Callers from outside hear your external greeting;
2. Callers from inside hear your internal greeting.

If you don't record an internal greeting, all callers hear your external greeting.

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.

While at your greeting, you can play, delete, or re-record it.
1. To play your greeting, press **2**.
2. To delete your greeting, press **7 6**.
3. 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 **#**.

Recording a temporary greeting

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

To set the expiry date for your temporary 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)
3. For a time setting of 9:00, press **9 0 0 #**.
4. For a.m., press **1**; for p.m., press **2**. Expiry time will be 9:00 in the time zone at your mailbox location.
5. For the standard expiry time of one minute after midnight on the date you specified, press **#** for time.
6. 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 play, delete, or re-record your greeting

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

To play your greeting
1. Press **2**.

To delete your greeting
1. Press **7 6**.

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

Playing your messages

To play your messages
1. To play the current message, press **2**.
2. To go to the next message, press **6**; to go to the previous message, press **4**.
3. To go to a specific message, press **8 6**, enter the message number, then press **#**.
4. To start over at the first message from the end of your message list, press **6**.

When you have played your messages
1. press **8 3** to disconnect, or hang up.

To review and respond to your messages

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

1. To skip back five seconds, press **1**; to skip forward five seconds, press **3**.
2. To pause, press **#**; to continue, press **2**.
3. To slow down, press **2 1**; to speed up, press **2 3**.

You can increase the speed three times above normal, and decrease it two times below normal.

1. To decrease message volume, press **2 4**.
2. To increase message volume, press **26**.

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.

Deleting messages

To delete a message
1. While at a message, press **7 6** to mark it for deletion at logout and move to the next message.

Calling the sender

You can place a call to the sender of a message.

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.

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.
1. Press **5** to record your reply. Wait for the tone, then begin recording.
2. Press **#** to end recording your reply.
3. Press **7 9** to send the message.

Forwarding a 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.