NORTEL NETWORKS™

CallPilot
Quick Reference Card - Remote Users

1 Skip back in message	**2** Play Messages	**3** Skip forward in message
4 Previous Message	**5** Record	**6** Next Message
7 Play Messages	**8** Mailbox Commands	**9** Call Sender
*	**0**	**#** Stop
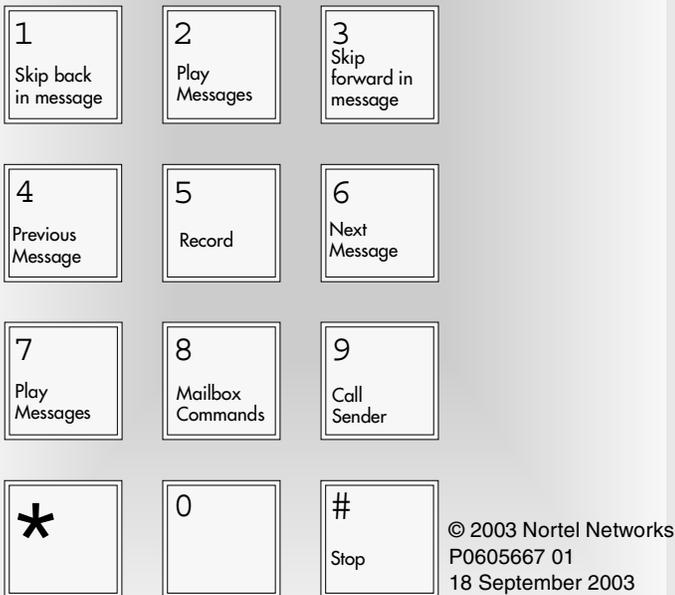
Initializing your mailbox

You must initialize your mailbox to receive and store messages.

1. Dial the CallPilot extension, then enter your mailbox number. If you do not know the CallPilot extension, ask your System Coordinator.

2. Enter ⓪ ⓪ ⓪ ⓪ (the temporary password) and press OK or #.

3. Enter a new password from four to eight digits long that does not start with zero, and press #.

4. Reenter your new password and press OK or #.

5. At the tone, record your name in the Company Directory.

6. Press # to end the recording.

7. Press # to accept the recording.

8. Press 📞 to end the session.

Now you are ready to record your personal mailbox greetings and use the CallPilot features described in this card.
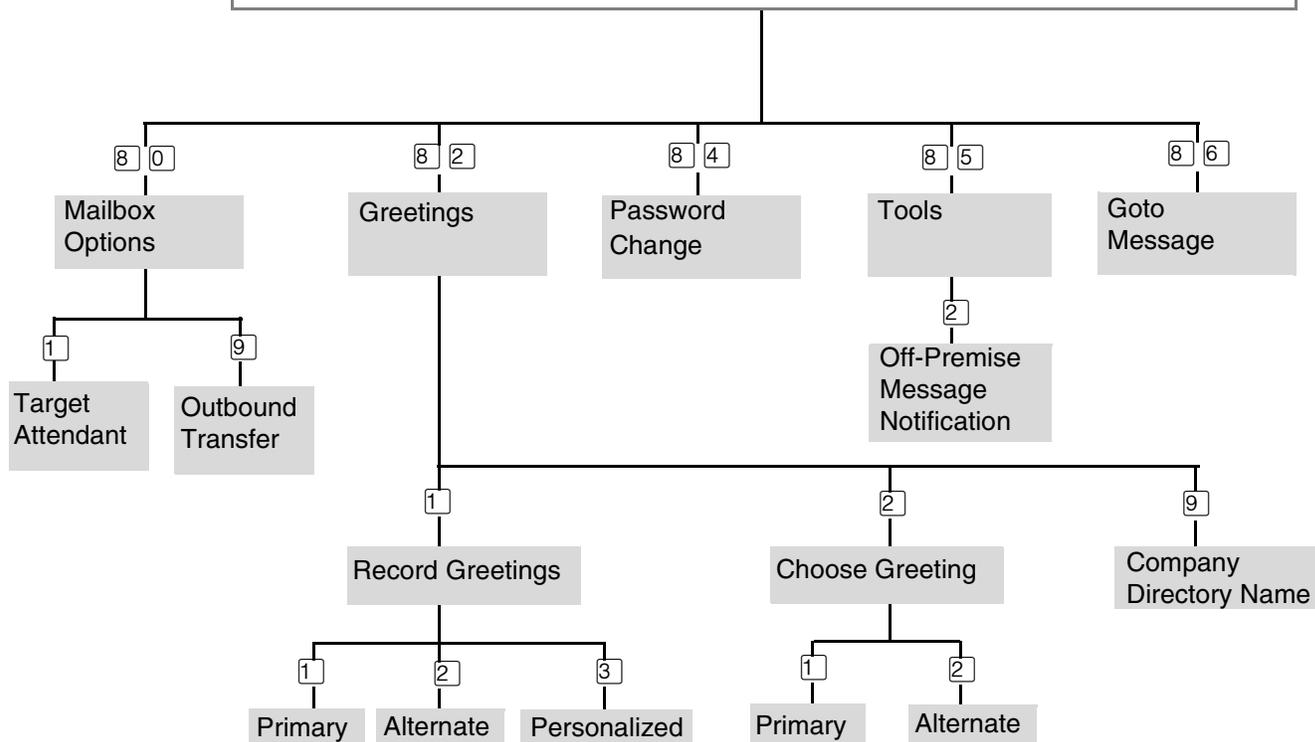
Note: If you do not record a personal greeting, your Company Directory name plays to callers.

For detailed information about using the CallPilot interface, refer to the *CallPilot Reference Guide*.

Accessing your mailbox

From your telephone:
1. Enter the CallPilot extension.
2. Enter your mailbox number and password and press #.
3. Follow the voice prompts and press the dialpad keys for the features you want to use.

8 0 — Mailbox Options
- 1 — Target Attendant
- 9 — Outbound Transfer

8 2 — Greetings
- 1 — Record Greetings
  - 1 — Primary
  - 2 — Alternate
  - 3 — Personalized
- 2 — Choose Greeting
  - 1 — Primary
  - 2 — Alternate
- 9 — Company Directory Name

8 4 — Password Change

8 5 — Tools
- 2 — Off-Premise Message Notification
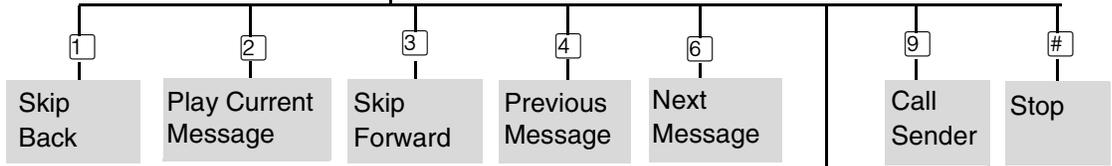
8 6 — Goto Message
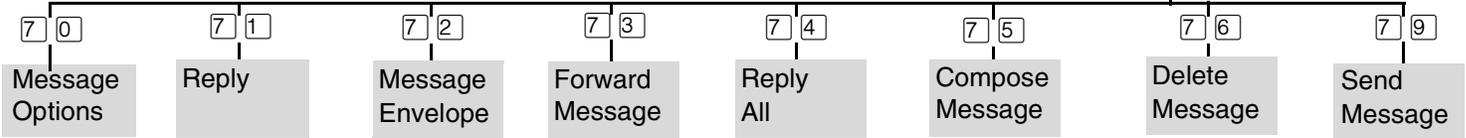
Playing messages

From your telephone:
1. Enter the CallPilot extension.
2. Enter your mailbox number and password and press ⌗ .
3. Follow the voice prompts and press the dialpad keys for the features you want to use.

When there are messages in your mailbox these commands are available.

1	2	3	4	6	9	⌗
Skip Back	Play Current Message	Skip Forward	Previous Message	Next Message	Call Sender	Stop

Use these commands to review, send and respond to messages.

7 0	7 1	7 2	7 3	7 4	7 5	7 6	7 9
Message Options	Reply	Message Envelope	Forward Message	Reply All	Compose Message	Delete Message	Send Message

To retrieve a deleted message

You can retrieve a deleted message if you are still in a CallPilot session. A deleted message remains in your mailbox until you end your current CallPilot session. Return to your deleted message and press 7 6 to restore the message.

To forward your calls

1. From your telephone press ☎ 4 .
2. Enter the extension you want to forward your calls to, or the CallPilot extension if you want to forward your calls to your mailbox. (Press ☎ 9 8 5 to display the CallPilot extension.)
3. The display shows your calls are forwarded.
4. To cancel forwarding, press ☎ ⌗ 4 .

Sending messages

From your telephone:
1. Enter the CallPilot extension.
2. Enter your mailbox number and password and press ⌗ .
3. Follow the voice prompts and press the dialpad keys for the features you want to use.

Compose a Message

Enter Address (mailbox number) then press ⌗
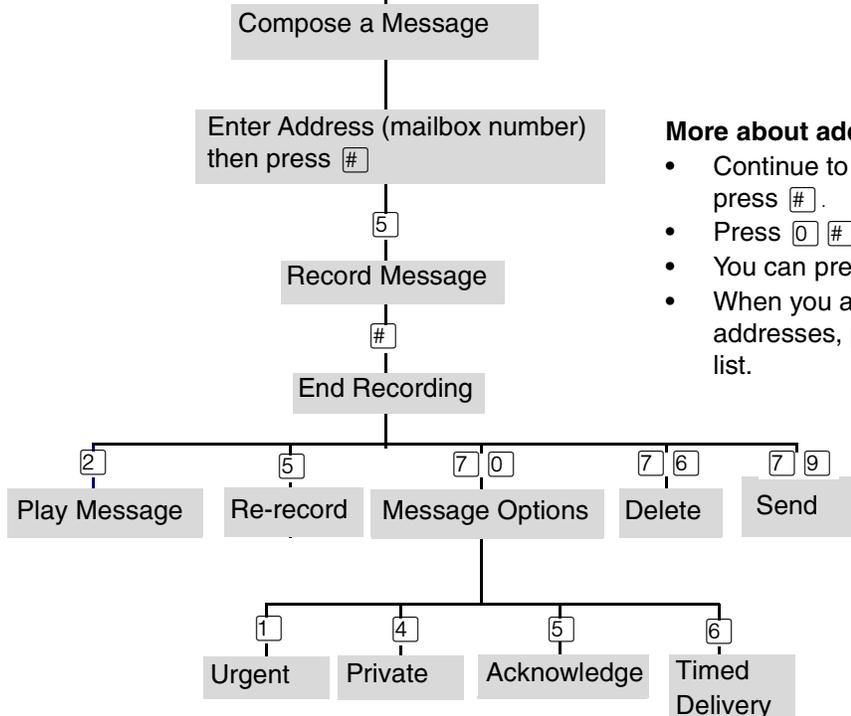
More about addresses:

- Continue to enter addresses and then press ⌗ .
- Press 0 ⌗ to cancel an address
- You can press 1 1 to dial by name.
- When you are finished entering addresses, press ⌗ again to end the list.

5

Record Message

⌗

End Recording

2	5	7 0	7 6	7 9
Play Message	Re-record	Message Options	Delete	Send

1	4	5	6
Urgent	Private	Acknowledge	Timed Delivery