

# Call Pilot Mailbox Startup: Allegheny, College Office, South

Call Pilot Access Number - 2000  
Log Off (Exit) – **83**

Mailbox Number = Ext. No.  
Help - \*

**NOTE: Your temporary password will be: 12#### (your 4-digit extension number)**

## **To Log On – From your telephone**

Lift receiver

Enter **2000** or press **Message** key

Enter your **Mailbox Number** (ext. no.) and Press **#**

Enter your temporary password (12 + 4-digit extension#)

Press **#**

## **To Log On - From another telephone**

Lift receiver. If calling from outside College network, dial 412.237.3144 (Allegheny, College Office) or 412.469.6350 (South)

Enter **2000** or press **Message** key

Enter your **Mailbox Number**

Press **#**

Enter your temporary password (12 + 4-digit extension#)

Press **#**

You will hear a message telling you that your temporary password has expired and you must change to a new password.

## **Press 84 to change password**

Enter your temporary (old) password (**12 plus your 4-digit extension number**)

Press **#**

Enter your new password (**Minimum of 5 digits – Max. of 16 digits**)

**(Cannot be a sequential number, example 12345)**

**(Cannot be all the same, example 111111)**

Press **#**

Enter your new password again

Press **#**

You will hear a confirmation recording that your password has been changed

## **Press 82 to record your External Greeting**

Press **1** for **External Greeting**

Press **5** to **Record**

Press **#** to **Stop** recording

Press **2** to **Review** your greeting

**Note:** If you wish to re-record, press **76 to delete** the recording and press **5** to re-record

## **Press 829 to record your Personal Verification**

Press **5** to record your **First and Last Name**

Press **#** to **Stop** recording

(The voicemail automatically plays verification)

**Note:** If you wish to re-record, press **76 to delete** the recording and press **5** to re-record

## **Press 80 to assign a custom operator (attendant, if callers press 0, call will be transferred to this number**

Press **1** to review the current custom operator number.

Enter the new custom operator (4-digit extension).

## **Press 83 to Exit the voicemail (Goodbye)**