

Call Pilot Mailbox Startup: Boyce

Call Pilot Access Number - 4000

Log Off (Exit) – **83** to Exit voicemail (Goodbye)

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 **4000** or press **Message** key; System will say “Call Pilot from Nortel Networks, Mailbox?”

Press **#** (from your own phone, you do not have to enter a mailbox number)

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

Press **#**

To Log On - From another telephone

Lift receiver. If calling from outside College network, dial 412.371.8658

Enter **4000** 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. While still logged into your mailbox, do the following:

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

While logged into your mailbox:

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

While logged into your mailbox:

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)