SINGLE DIGIT COMMANDS

1 = Skip Backwards
2 = Play
3 = Skip Forward
4 = Previous Message
5 = Record
6 = Next Message
7* = Message Commands
8* = Mailbox Commands
9 = Call Sender
0 = Attendant/Thru-Dial

DOUBLE DIGIT COMMANDS

70 = Message options
    (Tag Messages)
71 = Reply
72 = Play Envelope
73 = Forward
74 = Reply All
75 = Compose
76 = Delete/Restore
79 = Send Message
80 = Mailbox Options
    Attendant Options
81 = Log In
82 = Greetings
83 = Log Off
84 = Change Password
85 = Distribution Lists
86 = Go to Message
VOICE MESSAGING BASICS
You may interact with your Voice Messaging Service from any Touch-Tone™ telephone. You can receive messages 24 hours a day, 7 days a week.

GETTING STARTED:
The first time you use your mailbox, you must "personalize" it using the following steps:

LOG IN:
Using a TouchTone™ telephone:
Lift Handset
Press Message Key or dial 5900 or
From Outside 508-831-5900
Dial your mailbox number
Press the # key
Dial your starter password
(your starter password is 831 + extension)
Press the # key

CHANGE YOUR PASSWORD:
After Logging into Call Pilot:
Dial 84
Enter "old" password
Enter new password
Press the # key
Re-Enter new password
Press the # key

RECORD PERSONAL VERIFICATION:
After Logging into Call Pilot:
Dial 82
Press 9 for Personal Verification (name)
Press 5 and wait for tone
Record your first, last name & extension only
Press the # key twice

RECORD YOUR GREETING:
After Logging into Call Pilot:
Dial 82
Select the greeting type-
Press 1 for External greeting
Press 2 for Internal greeting
Press 3 for Temporary greeting*
Press 5 and wait for tone
Record your Greeting
Press the # key

*Temporary greeting is automatically played to all callers. If an expiration date is not set, the Temporary Greeting remains in effect until deleted. To set the expiration date and time while in the Temporary Greeting:
Press 9
Enter the month, #, the date, #, year, 
Enter the time, then press 1 for AM or 2 for PM
To let your Temporary Greeting play until deleted:
Press # # # for no expiration date

RETRIEVING YOUR MESSAGES:
After Logging into Call Pilot the system tells you how many messages are in your mailbox.
To listen to your messages:
Press 2
Press 6 to go to the next message
The following commands may be used while listening to a message:
1 - Skip Backwards (Rewind)
2 - Replay
3 - Skip Forward 5 seconds
4 - Previous Message
6 - Next Message
9 - Call Sender
After Listening to messages, options include:
71 - Reply
72 - Envelope Information
73 - Forward Message
74 - Reply All
75 - Compose Message
76 - Delete or Restore Message
79 - Send message

EXPRESS MESSAGING:
Allows you to leave a voice mail for a user without ringing their phone.
Dial 5901
Dial the person's 4-digit extension
Press the # key
Leave a message

SEND MESSAGE (Compose):
You may record and send messages to other voice mail users.

After Logging into Call Pilot:
Dial 75
Enter first recipient's extension
Press the # key
Enter next recipient's extension
Press the # key (repeat as needed)
Press the # key, when list is completed
Press 5 to begin recording message
Press the # key when done
Press 70 if you wish to select message delivery options of:
1 = Urgent
4 = Private
5 = Acknowledgement
6 = Timed Delivery
Press 79 to send your message

FORWARD MESSAGE:
To forward a message to another voice mailbox on your system:

After listening to the message, Press 73
Enter the mailbox number to which you want to send the message, then press # Repeat to add additional mailbox numbers, if desired.
Press 5 to record an introduction, wait for the tone, then record your message
Press # to end introductory message
Press 79 to send your message