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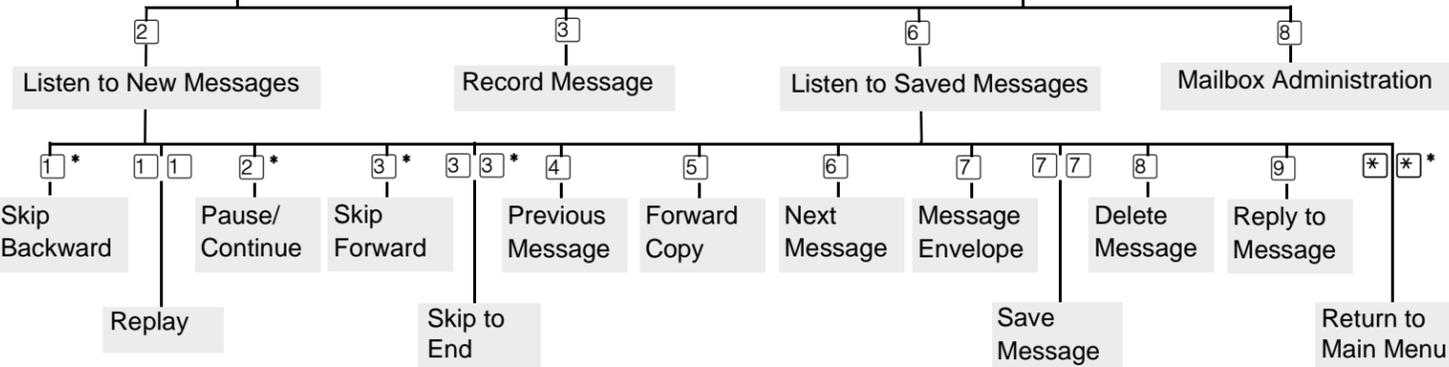
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OTHR RETRY OK

Play messages

From your display telephone enter **☎ 9 8 1**.

Follow the voice prompts or the button options on your display telephone to open your mailbox.



* Applies only when message is playing.

Retrieving 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.

After you delete a message, the number of new or saved messages shown on the display decreases by one.

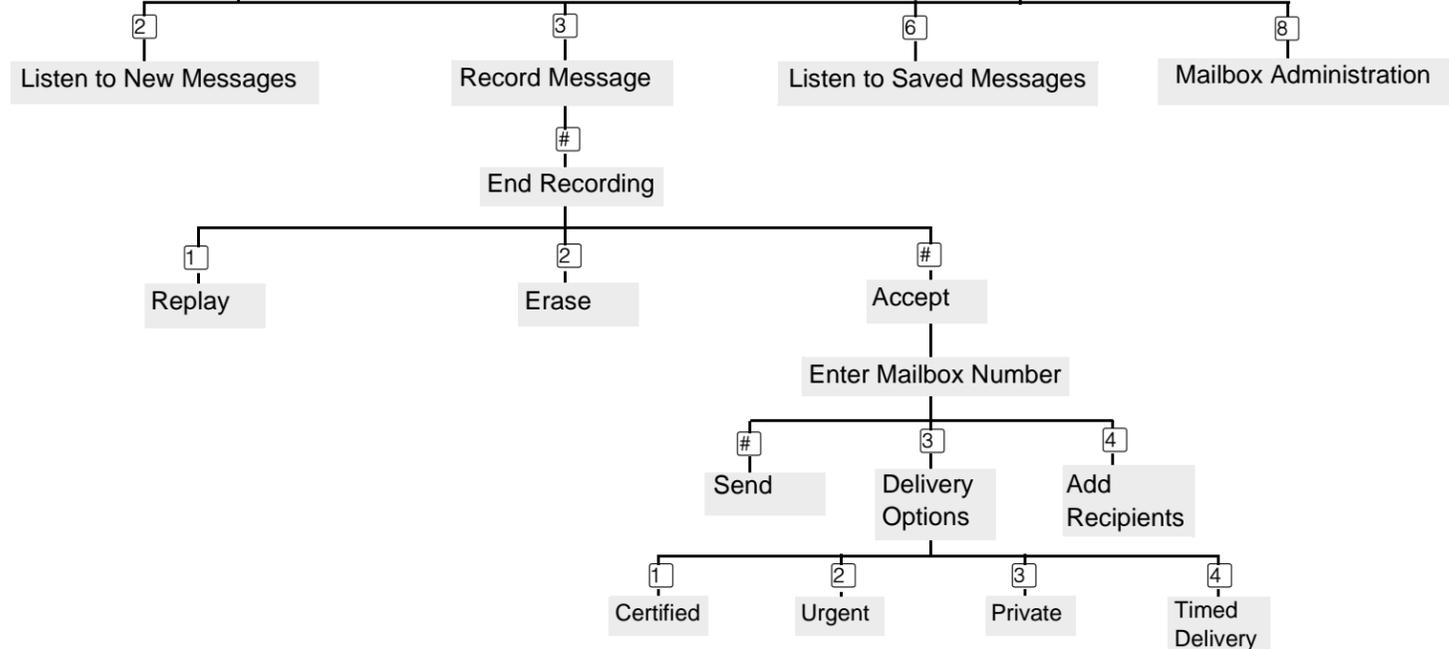
If the display shows **0 new 0 saved**, you can play and retrieve your deleted message. Press **PLAY** or **2** to listen to your deleted messages.

When you play your deleted message, you have the option to save it. If you end the current session without saving the deleted message, it is permanently deleted from your mailbox.

Send messages

From your display telephone enter **☎ 9 8 1**.

Follow the voice prompts or the button options on your display telephone to open your mailbox.



From an outside tone dial telephone, dial your company's telephone number.

When CallPilot answers, press *** *** and follow the voice prompts to open your mailbox.

Leave a Message

Default code

☎ 9 8 0

Custom code

☎ 9

Press **☎ 9 8 0** on your display telephone to record and send a message directly to a mailbox without calling the extension number.

Open Mailbox

Default code

☎ 9 8 1

Custom code

☎ 9

Press **☎ 9 8 1** on your display telephone to access your mailbox menus.

Refer to the *Mailbox commands* illustration in this card to review your mailbox menus.

Call Forward

Default code

☎ 9 8 4

Custom code

☎ 9

Press **☎ 9 8 4** on your display telephone to forward calls directly to your mailbox.

To set up Call Forward remotely:

1. Use a tone dial telephone to call your company's telephone number. Wait for CallPilot to answer.
2. While your greeting plays press *** ***.
3. Enter your mailbox number and password, then press **#**.
4. Press **8 2** and then press **3**.
5. Press **1** to enable or disable Call Forward.
6. Press **1** to enable or disable Call Display.
7. Replace the handset to end the session.

Transfer

Default code

☎ 9 8 6

Custom code

☎ 9

Transfer a call from your display telephone directly to a mailbox.

To transfer a call to a mailbox from your telephone:

1. Press **☎ 9 8 6**.
2. Enter the mailbox number.
3. Wait until the display shows **Call transferred** before you use other features.

Interrupt

Default code

☎ 9 8 7

Custom code

☎ 9

Intercepts a caller who is listening to your mailbox greeting or leaving a message.

You can program a feature code to a memory button with an indicator on your display telephone.

If you program the Interrupt feature to a memory button:

- While a caller is listening to your mailbox greeting or leaving a message, the indicator (▶ or ▲) flashes for the Interrupt button.

Press the Interrupt button to retrieve the call.

To program a memory button for the Interrupt feature:

1. Press **☎ * 3**.
2. The display shows **Program Features**.
3. Press a memory button with an LCD indicator.
4. Press **☎** and then enter the feature code that you want to program.
5. The display shows **Programmed**, then ends the session.

Call Record

Default code

☎ 9 8 9

Custom code

☎ 9

Record a telephone call and store the recorded call in your mailbox. Before you activate the Call Record feature, ask the parties on the call for permission to record it.

The System Administrator must enable the Call Record feature. In some areas Call Record is not available as it contravenes local laws.

Other features

For more information about all the CallPilot features, refer to the *CallPilot Reference Guide*. This guide explains in detail:

- Automated Attendant
- Alternate extensions
- Alternate language
- Call Screening
- Company Directory
- Message options
- Outbound Transfer
- Off-premise Message Notification
- Replying to a message
- Target Attendant
- Transferring calls