CALLPILOT Summary Page

✉ The access number for **CALLPILOT** from an outside location is **740-6345**.

✉ To access **CALLPILOT** from a telephone within your organization, press **6345** or **Message key** if your phone is so equipped.

✉ A fast method of leaving a message is to use **Express Messaging**.
The access number for this service is **6000.**

✉ Your **new password** must have a minimum of **6** digits.

✉ You must **change your password** when setting up a new phone. Passwords can be changed at any time but a change is not mandatory after initial set up.

✉ Passwords are **not** set to expire, but may be changed by the user as required.

✉ Before **reusing an old password** it must be changed **5** times.

✉ You have **3 invalid logon attempts** per session.

✉ You have **5 invalid logon attempts** before your mailbox is disabled. If you need assistance contact your Phone Site Coordinator**.**

✉ Each message you **leave or receive** can be up to **3** minutes in length.

✉ You can address your message by **dialing a name**. The name-dialing prefix is **11**.

✉ Your mailbox will store **5** minutes of messages

✉ When your mailbox is **85**% **full** you will receive a reminder to delete some messages.

✉ Once you have listened to a message you can leave it in your mailbox for **7** days.

> **Note:** *If you have **not** listened to a message (e.g.: while on vacation) it will remain in your mailbox indefinitely*.

☎ You can record a message now and **delay delivery** for up to **31** days.

✉ Always set your phone on call forward to Voice Mail when you are out of the office. The procedure for MOST sets is: Press **#1 6345** and hang up. To cancel call forward, lift the receiver and press **#1** and hang up.