



West Paterson School District

CallPilot Voicemail Quick Reference Guide

VOICE MESSAGING # 7799

EXPRESS MESSAGING # 7798

FIRST TIME SET UP OF VOICE MAIL

LOGGING IN *Used with all voice mail transactions*

- » From Outside - dial the CallPilot number 973-317-7799
- » From Inside - dial **x7799** or Press Msg/Inbox key
- » Enter your 4-digit ext number followed by # sign
- » Enter default password (**12** plus 4-digit ext number) followed by # sign

CHANGING YOUR PASSWORD *As a first time user to this mailbox you will be forced to change your password. Your new 4 digit password will remain until you choose to change it.*

NOTE: If you are unsuccessful logging in after 2 attempts, hang up and start another session. After 3 attempts in one session your mailbox will be disabled.

Log on or while already logged on

- » **Dial 84**
- » Enter old password (which will be the **12+4 digit** mailbox) followed by # sign
- » Enter new Password (4 to 16 digits) follow by # sign

Please note you may not use trivial passwords such as 1111, 1234 or your extension number. Please use a unique 4-digit password.

- » Enter new Password again, followed by # sign

*******RECORDING YOUR PERSONAL VERIFICATION*******

Attaches your recorded name upon delivery of your message, also used to verify correct mailbox via Express Messaging and in Distribution Lists.

Log on or while already logged on

- » **Dial 82 Option 9**
- » Press 5 to record your first and/or last name
- » Press # sign to stop recording

RECORDING YOUR GREETING- *What the callers hear*

Log on or while already logged on

- » Dial 82
- » Press 1 or 2 or 3
 - 1= external
 - 2= internal
 - 3= temporary -(For vacation or other absences. Overrides permanent external and internal greetings while temp recording in place.)

TIP: *If you choose greeting 1- it defaults for both internal and external*

- » Press 5 to begin recording
- » Press # sign to stop recording
- » Press 2 to playback the greeting you recorded
If recording is not to your liking, Press 76 to delete and Press 5 to re-record)
- » Press 4 to exit Greetings

COMMANDS:

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Greetings	82
Password change	84
Personal Verification	80 Option 9
Forward a message	73
Help – anytime during session	*
Pause when playing messages	#
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Go to next message	6
Call sender of message	9
Play envelope of message	72
Through Dial	0 + ext. # + #
Distribution Lists	85
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