Oberlin College
Call Pilot QUICK REFERENCE

**LOGGING IN**
FROM YOUR PHONE
1. Dial Call Pilot Ext: 56600
2. Press 
3. Enter your Password
4. Press 

FROM ANOTHER PHONE
1. Dial Call Pilot Ext: 56600
2. Enter YOUR mailbox number
3. Press 
4. Enter your Password
5. Press 

**LOGGING OUT**
1. Press 83
"Always log off before hanging up from Call Pilot"

**GETTING STARTED**

**CHANGE YOUR PASSWORD**
1. Log on
2. Press 84
3. Enter OLD password
4. Press 
5. Enter NEW password
6. Press 
7. Enter NEW password again
8. Press 

**RECORD YOUR NAME**
1. Log on
2. Press 82
3. Press 1
4. Press 5
5. Record greeting
6. Press # to end recording

**RECORD YOUR GREETING**

External Greeting
1. Log on
2. Press 82
3. Press 1
4. Press 5
5. Record greeting
6. Press # to end

Internal Greeting
1. Log on
2. Press 82
3. Press 2
4. Press 5
5. Record greeting
6. Press # to end

**CUSTOMER OPERATOR**
1. Log on
2. Press 80
3. Press 1
4. Enter number
5. Press 

**BASIC MAILBOX USES**

**LISTENING TO MESSAGES**
1. Log on
2. Press 2 to listen

**MESSAGE COMMANDS**
1 = Skip Backward
2 = Play / Listen
3 = Skip Forward
4 = Play previous message
5 = Record
6 = Scan through messages
9 = Call the internal sender
0 = Operator
* = Help
# = Stop / End / Enter
70 = Delivery Options
71 = Reply to internal message
72 = Play the envelope
73 = Forward this message
75 = Compose a message
76 = Delete this message
77 = Print to a fax
79 = Send this message
80 = Set up Custom Operator
83 = Log out of Voice Mail
85 = Distribution Lists
86 = Go to a particular message

**COMPOSE A MESSAGE**
1. Log on
2. Press 75
3. Enter DESTINATION Mailbox
4. Press 
5. Press 
6. Press 5 and record
7. Press # ( Del Opts press 70)
8. Press 79 to send

**Reply to an Internal Msg**
1. Press 71
2. Press 5 and record
3. Press 
4. Press 79 to send

Voice Mail Access Numbers:
From Outside 440-775-6600
Express Mail 440-775-8888

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verizon