Voice Link

(888) 266-0014

First time log in procedure:

1. Dial 888-266-0014.

2. Press 1 to indicate you have a mailbox on the system.

3. Enter mailbox number, press the # key.

4. Enter your temporary password: 1234 + your four digit mailbox number, press the # key.

5. System will say you must change your password, type your new password followed by the # key.

6. System will ask you to reenter your password - followed by the # key

7. System will ask you to record your name after the tone followed by the # key.
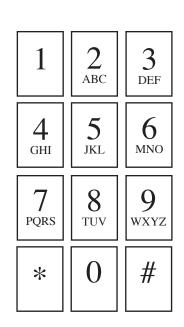
Voice Mail Messaging

(888) 266-0014
Make your communication link more efficient and effective.
Keep in touch by being in touch!

---

2 = Play

1 = Skip back

3 = Skip forward

4 = Go to previous message or return to message

5 = Record

6 = Go to next message

71 = Reply (prompts)

73 = Forward (prompts)

74 = Reply to all (prompts)

75 = Compose

76 = Delete/restore

79 = Send

8* = Mailbox commands (prompts)

82 = Greetings (prompts)

83 = Disconnect or hang up

84 = Password change (prompts)

85 = Distribution lists (prompts)

* = Help

= Stop playback or recording,
    or cancel menu selection, or
    end data entry or addressing

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
∗	0	#

Helpful Hints for the Voice Mail System

Delete / Restore (76)
If you do not delete (76) a message, it will remain in your box. Be sure to delete messages regularly. If you accidentally delete a message, you can get it back before you hang up. Return to the deleted message and press (76) to restore it. Saved messages remain in your mailbox for seven days.

Reply (71)
Anytime during or after the message, you can press (71) to reply to the caller as long as the caller called from the voice mail system. You cannot reply to an external caller. Follow the prompts.

Forward (73)
Anytime during or after the message, press (73) to forward the message to another voice mail user. Follow the prompts.

Distribution List (85)
You can create up to 99 personal distribution lists with up to 200 entries. To identify a list, you can record list names.

- Press * to play a summary of your lists.
- Enter list number 1-99, then press #
- Press 9 to record a name for your list.
- Press 5 to start entering addresses into your list.
- Enter the first address, then press #
- When the list is complete, press #.
- When you are finished, press 4 to return to your messages.

Playing Your Message 2
When you log in to CallPilot, your mailbox summary tells you the number of new messages in your message list and if any of them are urgent. Each message header tells you the sender's name, and the date and time of the message.

To play your messages
After logging in to your mailbox, you hear the mailbox summary, then the header for your first new message. (If Autoplay is enabled, your messages play automatically.)

1. While you are in your message list, you can go to any message and play it.
- To play the current message, press **2**.

3

- To go to the next message, press **6**; to go to the previous message, press **4**.
- To go to a specific message, press **86**, enter the message number, then press **#**.
  To start over at the first message from the end of your message list, press **6**.

2. When you have played your messages, press **83** to disconnect from CallPilot, or hang up.

To review and respond to your messages

While you are playing a message, you can use these message commands:
- To skip back five seconds in the message, press **1**; to skip forward five seconds in the message, press **3**.
- To speed up message playback, press **23**; to slow it down, press **21**.
  You can increase the speed up to three times, and decrease it to normal.
- To pause, press **#**; to continue, press **2**.

Before, during, or after playing a message, you can use these message commands:
- To play the message envelope, press **72**.
- To delete the message and move to the next message, press **76**. To restore the deleted message (before disconnecting), return to the message and press **76**.
- Press **7*** for Help on message commands.

Message storage IMPORTANT!

Empty your mailbox by deleting messages as often as possible. The fewer messages you have, the easier it is to find the important ones. Your played messages may be automatically deleted on a schedule set by your administrator.

Forwarding your messages $\boxed{7}$ $\boxed{3}$

You can forward a message to another mailbox, to a distribution list, or to a telephone number. You can also record an introduction to the original message. You cannot forward a message marked Private.

To forward a message

1. After listening to a message or while it is playing, press **73** to forward the message.
2. Enter the number to which you want to forward the message, then press **#**. Repeat this step for each additional number to which you want to forward the message.
3. When you have finished entering mailboxes, press **#** again to end the list.
4. Press **5** if you want to record an introduction. Wait for the tone, then begin recording.
5. Press **#** to end recording your introduction.
6. Press **79** to send the message.

Composing a message ⌈7⌉ ⌈5⌉
To compose a message, simply follow steps 1 – 6

1. While logged in to your mailbox, press **75**.
2. Enter the first mailbox, then press **#**. Continue to enter mailboxes followed by **#**. If you need to cancel an mailbox, see *To cancel an mailbox entry*, below.
3. When you have finished entering mailboxes, press **#** again to end the list.
4. Press **5** to record your message. Wait for the tone, then start recording.
5. Press **#** to end the recording.
6. Press **79** to send the message.

To cancel an mailbox entry
You can cancel an mailbox you entered while you are at step 2 above. After you have pressed the final **#** at the end of the list, you cannot cancel any entries. If you cancel a distribution list number, the entire distribution list is deleted from your mailbox list.

1. Press **0#** to cancel the last mailbox you entered in the list.
2. Repeat this step for each mailbox you want to cancel, erasing entries one at a time from the end of the list.
3. Return to step 3 above.

Addressing a message
To mailbox a message to a local mailbox
Enter the mailbox number, then press **#**.

To mailbox a message to a distribution list
Enter the distribution list number, then press **#**.

Distribution Lists   8   5

To create a personal distribution list

1. While logged in to your mailbox, press **85**.
    - To play a summary of all your lists, press *****.
2. Enter a number from **1** to **99**, then press **#**.
3. Press **9** if you want to record a name to help you identify this list in the future. At the prompt, press **5**, record the list name, then press **#**.
4. Press **5** to start entering mailboxes into the list.
5. Enter the first mailbox, then press **#** in the same way you mailbox a message.
6. Continue to enter mailboxes, pressing **#** after each one.
    - To cancel the last number you entered in the list, press **0#**.
7. When the list is complete, press **#**.
8. When you are finished, press **4** to return to your messages.

To play, edit, or delete a personal distribution list

After you create a personal distribution list, you can play it to hear all the mailboxes, add to it, delete it, and search for mailboxes in the list.

1. While logged in to your mailbox, press **85**.
2. Enter the distribution list number, then press **#**. If you don't remember the number, press ***** to hear a summary of your personal distribution lists.
    - To play the contents of the list, press **2**.
    - To add mailboxes to the list, press **5**. Enter each mailbox, then press **#**. When the list is complete, press **#**.
    - To delete the entire list, press **76**. You can restore the list by pressing **76** immediately after deleting it.
    - To search for an mailbox in the list so you can add it or delete it, press **6**. Enter the mailbox, then press **#**. CallPilot tells you if the mailbox is in the list. If the mailbox is not in the list, you can add it by pressing **5**.
        If the mailbox is in the list, you can delete it by pressing **76**.
3. When you are finished, press **4** to return to your messages.

CONKLIN®