Macalester College's Voice Mail System
CallPilot

Log In Steps
1. Press Message or dial 6666; off campus dial 651-696-6666
2. Enter your mailbox
3. Press #
4. Enter your password
5. Press #
Press * for help

To exit CallPilot
Press 8 3 or hang up

Express Messaging
Dial 5666

Listen to Message
While Listening
1. Rewind
2. Play
3. Fast forward
4. Previous msg
5. Next msg
6. Play envelope
# Pause

7 1 Reply
5 Start recording
7 9 Send

7 3 Forward
Enter mailbox(es)
Separate with #
End with another #

7 6 Delete/Restore

7 5 Compose Message
Enter mailbox(es)
Separate with #
End with another #

5 Start recording
# Stop recording
7 6 Delete to start over
7 9 Send

8 0 Block Messages
1. Block all the time
2. Turn off blocking
3. Block only when temporary greeting is used

1 Transfer call to attendant
2 Disconnect call

8 2 Greetings
1. External
2. Internal
3. Temporary
9. Personal
Verification

5 Start recording
# Stop recording
2 Review
7 6 Delete to start over

4 Main Menu or Hang up

8 5 Distribution List
5 Distribution list
Enter list number 1 – 99 #

* Summary of lists
5 Compose list
Enter mailbox #
To end list #
4 Main Menu

8 9
Compose message
Enter mailbox(es)
Separate with #
End with another #

5 Start recording
# Stop recording
7 9 Send

7 6 Delete/Restore

Macalester

Information Technology Services
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