Call Pilot Voice Mail Instructions

Default password is 1333 + your 4-digit extension (e.g. 13334321)

Logging into Call Pilot:

From On-Base, **Dial 333-1234**. *If your phone has a "Message Waiting Indicator" button, press that button to access Call Pilot.*

From Off-Base, Dial (719) 333-1234.

When Call Pilot answers, **Enter your mailbox number,** which is 333 + your extension (e.g. 333-xxxx), then **press #.** *When at your own phone, you can press # in lieu of entering your extension number.*

When prompted**, enter your password** then **press #**.

Greetings:

After you have logged in and changed your password, you should record an External Greeting. Callers will hear this greeting rather than default greetings.

External Greetings – Off-base callers hear this greeting. If no internal greeting is recorded, all callers hear the External Greeting.

Internal Greetings – Only internal callers (those on USAFA) will hear this greeting.

Temporary Greeting – Used when you are absent from the office for any extended period of time. You can enter the date and time for the greeting to expire. When the greeting expires, your regular greeting will automatically resume.

Personal Verification Greeting – Your recorded name (i.e. "Capt Smith"). Once recorded, this greeting will be left in place of your telephone number when you leave a message.

How to record greetings: Log into Call Pilot
Press * at any time for help

To record an External Greeting
- Press 8-2-1
- Press 5 – wait for tone, then record your greeting
- Press # when finished to end recording
- Press 4 to return to main menu

To record an Internal Greeting
- Press 8-2-2
- Press 5 – wait for tone, then record your greeting
- Press # when finished to end recording
- Press 2 to replay greeting
- Press 76 to delete greeting
- Press 4 to return to main menu

Need Help?
Press * for a list of available commands

Call Pilot Voice Mail Instructions

To record a Temporary Greeting
- Press 8-2-3
- Press 5 – wait for tone, then record your temporary greeting
- Press # when finished to end recording
- Press 9 and follow the voice prompts to set the expiration date/time
- Press 4 to return to main menu

To record a Personal Verification Greeting (Example: "Capt Smith")
- Press 8-2-9
- Enter mail mailbox number (e.g. 333-xxxx) then #
- Press 5 – wait for tone then record your name
- Press # when finished to end recording
- Press 4 to return to main menu

Checking Messages:

Press * at any time for help

- Log-in to Call Pilot (dial 333-1234)
- Enter your mailbox number (333-xxxx, or #)
- Enter your password, then press #
    Call Pilot will tell you how many messages you have, and play the "message envelope" containing date, time, and caller info.
- Press 2 to play the message (you can press 2 while the envelope is playing to skip the envelope information)
- Press 76 to delete this message
        or
- Press 6 to go to next message

Message Commands:

Message Commands: * at any time for help

2 --- Play message	1 --- Skip backward 5 seconds
6 --- Go to next message	3 --- Skip forward 5 seconds
4 --- Go to previous message	# --- Pause playback
21 -- Slow down message	26 -- Raise volume
23 -- Speed up message	24 -- Lower volume

Message Handling: * at any time for help

76 -- Delete the message	73 -- Forward Message
71 -- Reply to message	74 -- Reply to all
75 -- Compose a message	79 -- Send Message
72 -- Play envelope	
83 -- Disconnect from Call Pilot	

Express Messaging:

This is a quick way to deliver a message directly into someone's box without calling them.

Dial Express Messaging number
        On Base: 333-9988
        Off Base: (719)333-9988

Enter the mail box number (e.g. 333-xxxx) followed by #. Record your message. Hang up.

Need Help?
Press * for a list of available commands