

When you first set up your VoiceMail, you must choose your password, record your name and, if you wish, record a personal greeting.

To Access your VoiceMail

From your desk phone

Press the VoiceMail button on your telephone or dial *62

From another telephone in the office (for Virtual VoiceMail also)

1. Press the VoiceMail button or dial *62
2. Press * during the prompt
3. Enter your extension number followed by # (e.g. 300#)

From an external telephone (for Virtual VoiceMail also)

1. Dial the telephone number of the company
2. Press * during the Welcome Greetings message
3. Wait 5 seconds. You will hear «Welcome to you CommPilot...»
4. Enter your extension number followed by # (e.g. 300#)

Password and Name

1. Enter the temporary password **79557644** followed by #
2. Enter a new password between 4 to 6 digits followed by # (Do not use 1111, 1234, 9999, your extension number, etc.)
3. Enter your new password to confirm it followed by #
4. Record your name and press # to stop the recording.

e.g. Louis, extension 222 (then # to stop the recording)

Your Voicemail is now set. The message will be generated automatically by the system.

To Record a personal greeting

Access your VoiceMail and then:

1. Press 1 to access your VoiceMail Menu
2. Press 3 to record a personal greeting
3. Press 1 to record
Press # to stop recording
Press 2 to listen to your personal greeting
Press 3 to go back to the automatically generated message