Logging in to your mailbox

To log in:
1. Dial 656-9930
2. Enter your mailbox number, then press #.
3. Enter your password, then press #.

Autologin
To log in when Autologin is turned on, dial the Multimedia Messaging access number, or press the message key, at the defined phone.

1. Press 80, then 4 to turn Autologin on or off.
2. Press 1 to turn it on; press 2 to turn it off.

Changing your password

1. While logged in to your mailbox, press 84.
2. Enter your current password, then press #.
3. Enter your new password, then press #.
4. Enter your new password again, then press #.

Recording greetings

1. While logged in to your mailbox, press 82.
2. Press 1 for external greeting, 2 for internal greeting, or 3 for temporary greeting.
3. Press 5 to record. Wait for the tone, then record.
4. Press # to end your recording.
   ▶ To play your greeting, press 2.
5. Press 4 to return to your messages.

Remote Notification

To turn Remote Notification on and off:
1. While logged in to your mailbox, press 80, then 2 for Remote Notification.
2. Press 1 to turn it on, press 2 to turn it off.

To change Remote Notification setup:
For help in setting up Remote Notification for the first time, refer to the user guide.
You can change your telephone or pager number, your message notification type, your notification days, and your notification times.

1. In Remote Notification, press 5 to review your settings.
2. Press 5 again to change the first setting.
3. At each setting, change it if required, or press # to leave the setting without change. Press 3 to go to the next setting, press 1 to go to the previous setting.
4. Press 6 to exit setup change.

Composing messages

1. While logged in to your mailbox, press 75.
2. Enter the first address, then press #.
You can address to mailbox numbers, distribution list numbers, network users, open network users, external telephone numbers, and spelled names.
3. Continue to enter addresses followed by #.
4. When you have finished, press # again.
5. Press 5 to record your message. Wait for the tone, then start recording.
6. Press # to end your recording.
   ▶ To play the message, press 2, to add options and attachments, press 70.
7. Press 79 to send the message.

Playing your messages

To play your messages:
When you log in to your mailbox, you are in your message list at your first new message.
1. To play the current message, press 2.
2. To go to the next message, press 6, to go to the previous message, press 4.
3. To go to a specific message, press 86, enter the message number, then press #.
4. To review and respond to your messages before, during, or after playing a message:
   ▶ To play the message envelope, press 72.
   ▶ To delete the message, press 76. To restore it, return to the message and press 76.
   ▶ To print a fax message, press 77.
   ▶ To call the sender, press 9; to reply to the message, press 71; to reply to the sender and all recipients, press 74; to forward the message, press 73.

While you are playing a message:
1. To skip back five seconds, press 1; to skip forward five seconds, press 3.
2. To play the message faster, press 2; to play the message slower, press 2.
3. To pause, press #; to continue, press 2.
4. To disconnect, press 83, or hang up.

Your CallPilot numbers

<table>
<thead>
<tr>
<th>Feature</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailbox number</td>
<td></td>
</tr>
<tr>
<td>Multimedia Messaging access #</td>
<td></td>
</tr>
<tr>
<td>Faxphone access #</td>
<td></td>
</tr>
<tr>
<td>Speech Activated Messaging #</td>
<td></td>
</tr>
<tr>
<td>Express Messaging #</td>
<td></td>
</tr>
<tr>
<td>Name Dialing/Addressing prefix</td>
<td></td>
</tr>
<tr>
<td>Telephone addressing prefix</td>
<td></td>
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<tr>
<td>Prefixes for other network sites</td>
<td></td>
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</tbody>
</table>