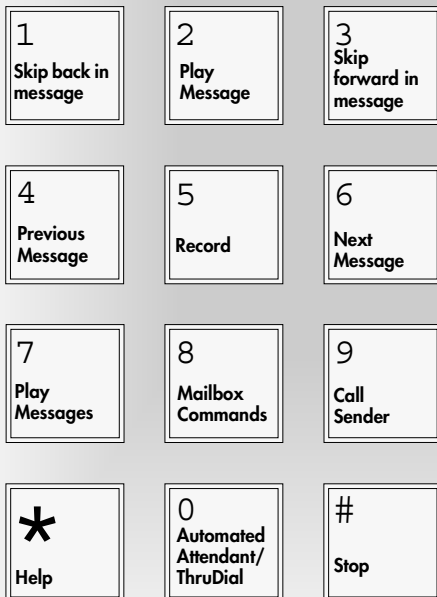


CallPilot Mini Quick Reference Card



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Initializing your mailbox

You must initialize your mailbox to receive and store messages.

1. Dial the CallPilot Messaging access number, then enter your mailbox number and press **#**.
2. Enter **0 0 0 0** (the temporary password) and press **#**.
3. Enter a new password from four to eight digits long that does not start with zero, and press **#**.
4. Reenter your new password and press **#**.
5. At the tone, record your name in the Company Directory.
6. Press **#** to end the recording.
7. Press **#** to accept the recording.
8. Hang up to end the session.

Note: If you do not record a personal greeting, your Company Directory name plays to callers.

Now you are ready to record your personal mailbox greetings and use the CallPilot features described in this card.

For detailed information about using CallPilot Mini, refer to the *CallPilot Mini Reference Guide*.

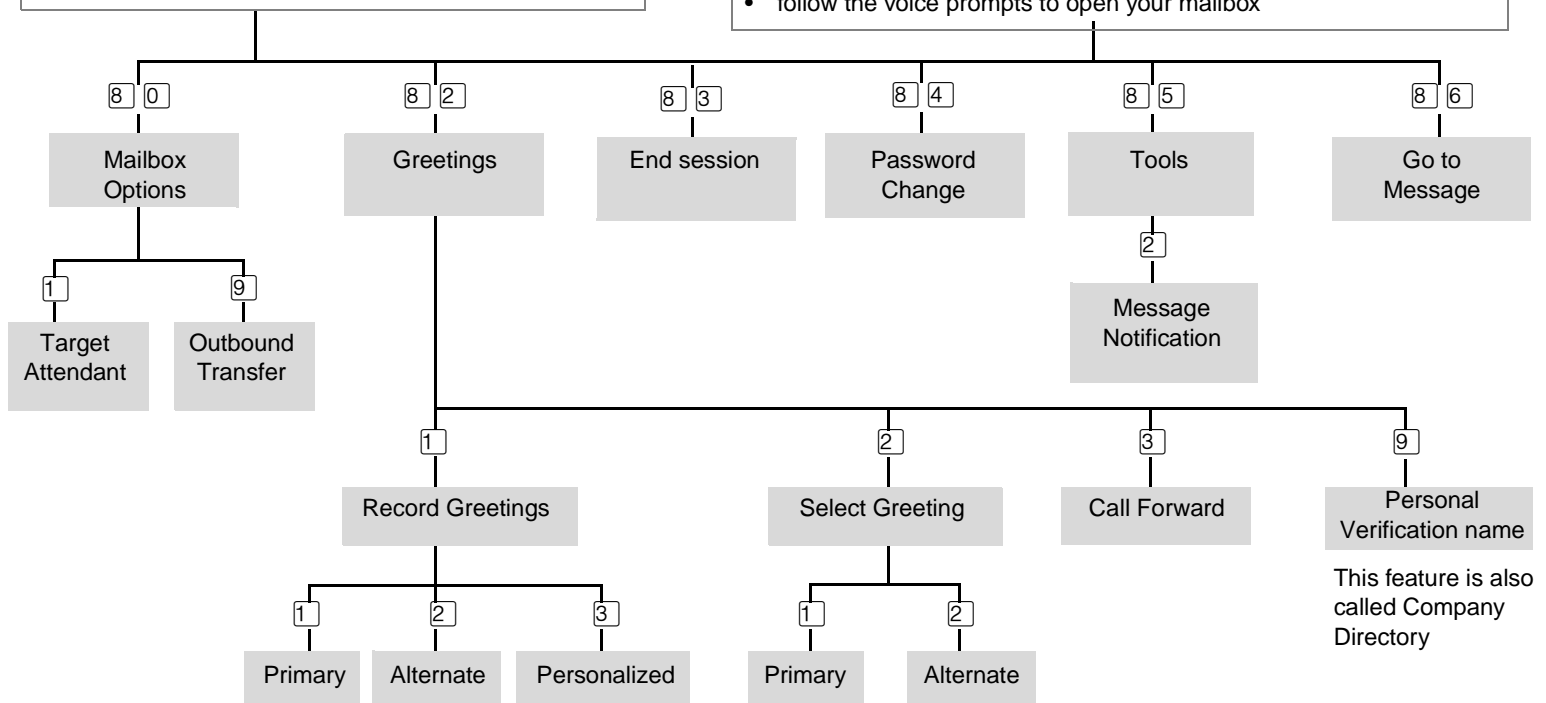
Accessing your mailbox

From your telephone:

- enter the CallPilot Messaging access number
- enter your mailbox number and press **#**
- enter your password and press **#**

From an outside tone dial telephone:

- enter the CallPilot Messaging access number
- when CallPilot answers press *** *** or if you are in Europe, Australia or the UK press **8 8**
- follow the voice prompts to open your mailbox



Playing messages

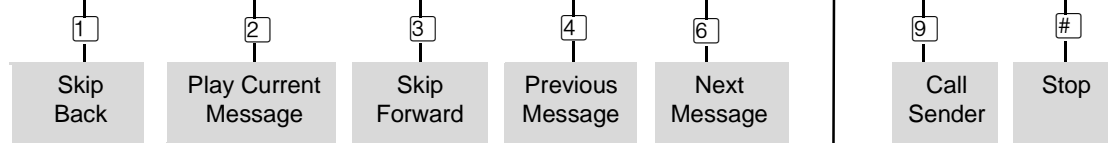
From your telephone:

- enter the CallPilot Messaging access number
- enter your mailbox number and press **#**
- enter your password and press **#**

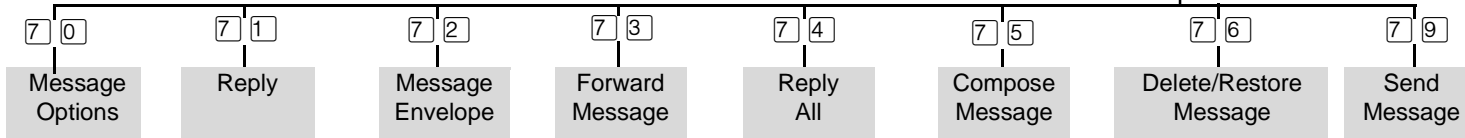
From an outside tone dial telephone:

- enter the CallPilot Messaging access number
- when CallPilot answers press *** *** or if you are in Europe, Australia or the UK press **8 8**
- follow the voice prompts to open your mailbox

These commands are available when you have messages in your mailbox



Use these commands to review, send and respond to messages



Retrieving a deleted message

You can retrieve a deleted message if you are still in a CallPilot session. A deleted message remains in your mailbox until you end your current CallPilot session. Return to your deleted message and press **7 6** to restore the message.

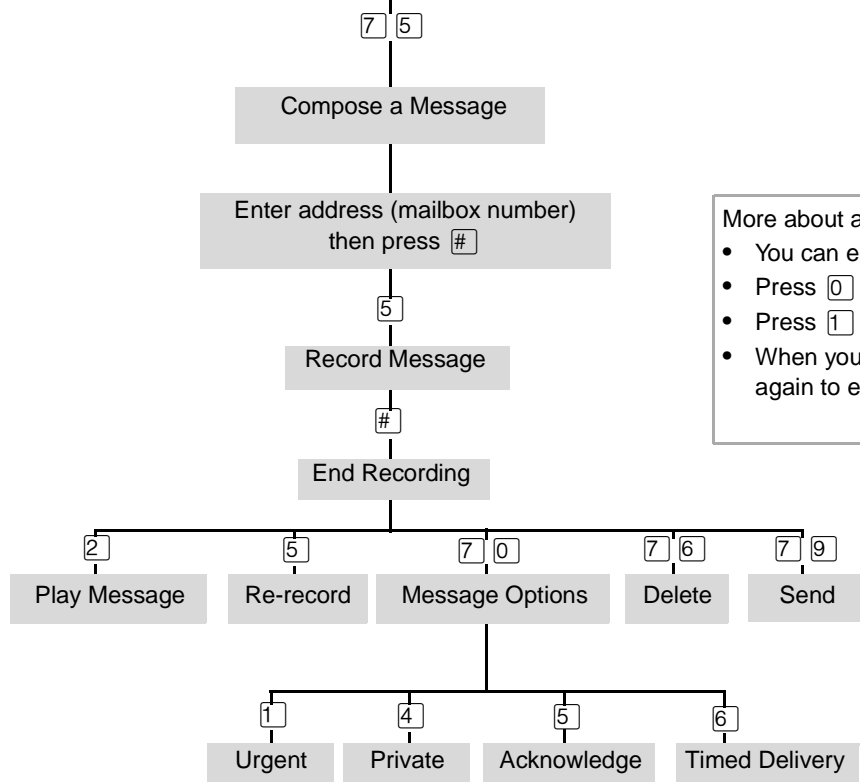
Sending messages

From your telephone:

- enter the CallPilot Messaging access number
- enter your mailbox number and press **#**
- enter your password and press **#**

From an outside tone dial telephone:

- enter the CallPilot Messaging access number
- when CallPilot answers press *** *** or if you are in Europe, Australia or the UK press **8 8**
- follow the voice prompts to open your mailbox



More about addresses:

- You can enter another address, then press **#**
- Press **0 #** to delete the address you just added
- Press **1 1** to dial by name
- When you are finished entering addresses, press **#** again to end the list