CallPilot
Multimedia Messaging
Quick Reference Card

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Logging in to your mailbox

To log in

1 Dial the Multimedia Messaging access number, or press the message key on your phone.

2 Enter your mailbox number, then press **#**; or at your own phone, just 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   [8] [4]

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   [8] [2]

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.

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Remote Notification   [8] [0] [2]

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.

3 Press **4** to return to your messages.

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, message notification type, notification days, and 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, or press **1** to go to the previous setting.

4 Press **6** to exit setup change.

Composing messages   [7] [5]

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, Internet users, external telephone numbers, and spelled names.

3 Continue to enter addresses followed by **#**. (To cancel an address, press **0#**.)

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   [2]

To play your messages

When you log in to your mailbox, you are in your message list at your first new message.

‣ To play the current message, press **2**.

‣ To go to the next message, press **6**; to go to the previous message, press **4**.

‣ To go to a specific message, press **86**, enter the message number, then press **#**.

To review and respond to your messages

While you are playing a message:

‣ To skip back five seconds, press **1**; to skip forward five seconds, press **3**.

‣ To play the message faster, press **23**; to play the message slower, press **21**.

‣ To pause, press **#**; to continue, press **2**.

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**.

To disconnect, press **83**, or hang up.

Your CallPilot numbers

Mailbox number _____

Multimedia Messaging access # _____

Faxphone access #_____

Speech Activated Messaging # _____

Express Messaging # _____

Name Dialing/Addressing prefix _____

Telephone addressing prefix_____

Prefixes for other network sites _____