

## Main Menu

Welcome to CallPilot.

Most of the features and commands in the CallPilot Menu Interface are similar to your previous messaging system. For your assistance, voice prompts guide you whenever you pause, and Help is always there when you need it.

Some CallPilot features are not available in the Menu Interface. To print faxes, maintain Distribution (Group) Lists, record Internal and Temporary Greetings, or set up Remote Notification (Paging), log in to CallPilot.

## Play Messages

**1**

### Playback commands (while playing a message):

Skip Back	1	1 Skip Back	2 Pause/Resume	3 Skip Forward
Skip to Start	1, 1			
Pause/Resume Playback	2	4 Slower	5 Envelope	6 Faster
Skip Forward	3			
Skip to End	3, 3	7	8 Softer	9 Louder
Slower	4			
Play Message Envelope	5	* Exit	0 Help	# Next Message
Faster	6			
Softer	8			
Louder	9			
Next Message	#			

### Respond commands (after playing a message):

Re-play Message	4	1	2	3
Previous Message	4, 4			
Play Message Envelope	5	4 Re-Play 4,4 Previous Message	5 Envelope	6 Forward
Forward (Copy)	6			
Delete (Erase)	7	7 Delete	8 Reply 8,8 Call Sender	9 Save
Reply/Reply to All	8			
Call Sender	8, 8			
Save	9			
Next Message	#	* Exit	0 Help	# Next #, # First New/Saved
First New/Saved Message	#, #			

## Compose/Send Messages

**2**

Record	Record your message
Review	1
End Recording	#
Address (one or more addresses)	Enter destination number, press #
Urgent	End address list with a final #
Private	2 (after Address)
Acknowledge (Confirm)	1 " "
Send	3 " "
	# " "

## Mailbox Options

**4**

Password	2, 1
Operator Assistance #	2, 8
Greeting	3, 1
Recorded Name	3, 3

## Service Menu

**5**

Dial another extension	0
Log in to a mailbox	#

## Help

**0**

Exit/Disconnect, or  
Exit to previous menu

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Please note that some of the features listed above may not be available at your mailbox. Ask your administrator for details.

CallPilot Menu Interface Quick Reference Card  
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