Callpilot Voice Messaging Instructions

To leave someone a message:

Dialing in Long Distance from off Campus:

1. For long distance or Cell phone dialing 434-223-6002
2. The CallPilot system will answer with "Express Messaging to Mailbox"
3. Enter the Mailbox number Permanently assigned to the student you are trying to reach: (Example 5001 followed by a # symbol)
4. The system will respond with "Please leave a message after the tone.
5. When you are finished leaving the message "hang up" or press #

Dialing in from anywhere in the local calling area from off Campus:

1. Dial 223-6002
2. The CallPilot system will answer with "Express Messaging to Mailbox"
3. Enter the Mailbox number Permanently assigned to the student you are trying to reach: (Example 5001 followed by a # symbol)
4. The system will respond with "Please leave a message after the tone.
5. When you are finished leaving the message "hang up" or press #

Dialing in from anywhere on Campus (Using a campus PBX phone):

1. Dial 6002
2. The CallPilot system will answer with "Express Messaging to Mailbox"
3. Enter the Mailbox number Permanently assigned to the student you are trying to reach: (Example 5001 followed by a # symbol)
4. The system will respond with "Please leave a message after the tone.
5. When you are finished leaving the message "hang up" or press #

Callpilot Voice Messaging Instructions

Students to pick up your messages:

Using Long Distance or Cell Phone:

1. For long distance or Cell phone dial 434-223-6001
2. The CallPilot system will answer with "Mailbox"
   Enter the Mailbox number Permanently assigned to you:
       (Example 5001 followed by a # symbol)
3. The CallPilot system will answer with "Password"
4. Enter your Password followed by a # symbol:

    For first time users or whenever we have to reset your password for whatever reason your default password will always be 1212#. If you have to use 1212# you must change your password before the system will let you access your messages. Please follow the instructions, you will be instructed to enter level 84. Please understand when you enter this level using 1212# as a password your old password will always be 1212#. Follow the instructions to change to your new password.

5. Please see Callpilot User Reference sheet on the Hampden-Sydney web for more instructions on how to use Callpilot

Dialing in from anywhere in the local calling area from off Campus:

1. Dial 223-6001
2. The CallPilot system will answer with "Mailbox"
   Enter the Mailbox number Permanently assigned to you:
       (Example 5001 followed by a # symbol)
3. The CallPilot system will answer with "Password"
4. Enter your Password followed by a # symbol:

    For first time users or whenever we have to reset your password for whatever reason your default password will always be 1212#. If you have to use 1212# you must change your password before the system will let you access your messages. Please follow the instructions, you will be instructed to enter level 84. Please understand when you enter this level using 1212# as a password your old password will always be 1212#. Follow the instructions to change to your new password.

5. Please see Callpilot User Reference sheet on the Hampden-Sydney web for more instructions on how to use Callpilot

Callpilot Voice Messaging Instructions

Dialing in from anywhere on Campus (Using a campus PBX phone):

1. Dial 6001
2. The CallPilot system will answer with "Mailbox"
   Enter the Mailbox number Permanently assigned to you:
       (Example 5001 followed by a # symbol)
3. The CallPilot system will answer with "Password"
4. Enter your Password followed by a # symbol:

   For first time users or whenever we have to reset your password for whatever reason your default password will always be 1212#. If you have to use 1212# you must change your password before the system will let you access your messages. Please follow the instructions, you will be instructed to enter level 84. Please understand when you enter this level using 1212# as a password your old password will always be 1212#. Follow the instructions to change to your new password.

5. Please see Callpilot User Reference sheet on the Hampden-Sydney web for more instructions on how to use Callpilot