Olin College of Engineering -- Getting Started with Call Pilot Voice Mail

Olin Area Code and Exchange: 781-292-xxxx

LOG IN;

1.Lift handset and press Message Key or dial 5100. {Outside; Dial your phone number and when your mailbox answers, press 81 and follow prompts}

2. Dial YOUR mailbox/extension and # sign . Note: If you are at your own phone, you can just hit the # sign

3. Enter default password {781 + 4-digit mailbox/extension} and # sign. You will be prompted to change your password if this is your first time logging in

4. YOU ARE NOW LOGGED IN

CHANGE YOUR PASSWORD; Once you have 'logged in'

1. Press 84

2. Enter 'old' password {781 + 4-digit mailbox/extension}

3. Enter new password, press #

4. Enter new password again, press #

RECORD GREETING; Once you have 'logged in'

1. Press 82

2. Press 1 {External greeting} Press 2 {Internal greeting} Press 3 {Temporary greeting}Press 9 {personal Verification}

3. Press 5...wait for tone...

4. Record your GREETING, press #

  {Note; press 2 to play greeting; 76 + 5 to re-do it if you are not satisfied with initial try.}

5. Press #4 to return to Main Menu

SINGLE DIGIT COMMANDS

1	Skip Backward	
2	Play	*Always*...,
3	Skip Forward	
4	Previous Message	**Press * for HELP**
5	Record	
6	Next Message	**Press # for STOP**
7*	Message Commands	
8*	Mailbox Commands	**11* = Dial By Name**
9	Call Sender	
0	Attendant/Thru-Dial{0 + Ext + # = Dial Ext; 0 + 11* = Dial Name}	

DOUBLE DIGIT COMMANDS

7* MESSAGE COMMANDS	8* MAILBOX COMMANDS
70 Message Options {Tag Messages}	80 Mailbox Options {Attendant Options}
71 Reply	81 Log In
72 Play Envelope	**82** External Greeting
73 Forward	83 Log Off
74 Reply All	**84** Password Change
75 Compose	85 Distribution Lists
76 Delete/Restore	86 Go To Message
79 Send [71,73,74,75]	**89** Personal Verification

> *Express Messages* **Dial 5151. Enter person's mailbox + # .. Leave message**
> *Quick Dial By Name* **.. Dial 5411 ..Enter person's last name and they will be automatically dialed.**

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OLIN COLLEGE --- TELEPHONE FEATURES & DESCRIPTIONS

DIAL PLAN: Internal Calls   4 digit extension
                        Outside Calls   9 + 1 + Area Code + 7-digit number

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The i2000 series phone utilizes softkeys for feature activation. In completing a feature frequently you press a key twice; once to begin activation and a second time to complete it. The display will assist you in feature activation of pressing the same key twice or using an alternate softkey; follow the prompts.

AUTODIAL..Allows you to pre-program a number for abbreviated dialing.
Program: Without lifting handset...press AUTODIAL...dial number appropriately...press AUTODIAL again.
Utilize: Lift handset...press AUTODIAL...number is dialed automatically for you.

CALL FORWARD..Allows you to redirect calls from your telephone.
Activate: Without lifting handset...press FORWARD key...dial number where calls are to be Forwarded
                 {5100 for voice mail}...press FORWARD key again. Note LCD is steadily lit.
Cancel: Press FORWARD key.

CALL PICK UP..Allows you to answer a ringing telephone from another telephone set in your pick-up group.
Utilize: Hear ringing phone...lift handset...press PICKUP...call within your group is answered.

CALL PICK UP DIRECTED Allows you to pick up a particular ringing telephone from another set.
Utilize: Press *78 followed by the extension number of the set you wish to answer.

CONFERENCE..Allows you to establish a 6-way internal/external conference call. {Students have 3-way only.}
Activate: Answer/place call...press CONFERENCE key...dial another party...announce conference
                 ...press CONFERENCE key again...repeat for each party.

CONFERENCE JOIN...Allows you to join two calls.
Activate: On a call and get a second call…place one caller on HOLD…press CONF…press HELD line…press CONF.

HANDSFREE..Allows you to have a conversation in 'Handsfree' mode. {Small green key to left of handset.}
Activate: Press HANDSFREE/MUTE...dial tone is heard...dial number, once answered talk via 2-way speaker.
                 At any time call can be in 'private' mode by lifting handset.

HOLD..Allows you to place a caller on HOLD so that they cannot hear you.
Activate: Press another idle/ringing key...caller is automatically placed on HOLD. {May also press HOLD key.}
Return: Press flashing extension key of person on HOLD.

LAST NUMBER REDIAL..Allows you to automatically redial the last number YOU dialed.
Utilize: Lift handset/press extension key...press EXTENSION key...number is redialed.

OPTIONS/SERVICES KEY...Allows you to customize the Options of your telephone.
Utilize: Without lifting handset...press OPTIONS key....follow prompts to customize your telephone.
                 {i.e., can raise/lower volumes of set, adjust darkness of contrast, choose own ring type}

INDIVIDUAL SPEED CALL..Allows you to pre-program in numbers for abbreviated dialing.
Program: Without lifting handset...press SPEED CALL...enter 1-digit 'bin number' you want to assign
                 to this phone number {0-9 are bin numbers}...enter telephone number <u>INCLUDE 9</u>...
                 press SPEED CALL again. Continue for each 'bin number'.
Utilize: Lift handset...press SPEED CALL...dial 1-digit 'bin number'...telephone number is dialed.

MESSAGE KEY..Gives visual indication of voice mail messages / autodials voice mail.

PARK..Allows you to place a call in orbit and retrieve at another telephone.
Activate: On a call...press PARK...note 'bin' number in Display...press PARK a second time. Caller is Parked.
Retrieve: Go to any phone...dial the PARK 'bin' number that was shown on your Display. {'bins' are 7900 to 7919}

SYSTEM SPEED CALL..Allows you to access a system-wide list by dialing *89. List is forthcoming.

TRANSFER..Allows you to transfer a caller to another extension.
Activate: Press TRANSFER...dial extension...announce call...press TRANSFER again to complete.