TIPT - Voice Portal

Dial Voice Portal Number:
0x xxxx xxxx

You will hear:
"Welcome to your CommPilot Voice Portal. Please enter your passcode then press # key.
If you are not calling from your own phone please press * key".

1. Listen to Messages
2. Change Mailbox **Busy** greeting
3. Change Mailbox **No Answer** greeting
5. Compose & send a New Message
7. Delete All messages
* Go to CommPilot Voice Portal
# To Repeat this menu

1. Record a new Busy Greeting
2 Play Current Busy Greeting.
3. Revert to Default System Busy Greeting
*. Back to Previous Menu
To Repeat this menu

After listening to message:
#. Save this Message
7. Erase this message
2. Repeat this message
5. Play the message envelope
6. Go to next message
8. Call back caller
9. For additional options
*. Back to previous menu

1. Confirm
* Cancel

1. Record a new No Answer Greeting
2. Play the Current Greeting
3. Revert to Default System No Ans Greeting
*. Back to Previous Menu
To Repeat this Menu

1. Activate "Available In Office" profile
2. Activate Available Out of Office profile
3. Activate Busy profile
4. Activate Unavailable
5. No Profile to be active at this time
*. Previous menu

Please enter a mailbox ID then press #
*. To go back to your message

Mailbox Menu
(CommPilot Voice Portal)
1. Access your Voice Mailbox
2. Change your CommPilot Express Profile
3. Record your name
4. Change your Call Forwarding options
6. To Make a Call **(Note 1)**
8. To Change your Passcode
9. To EXIT the voice portal
#. To Repeat this menu

1. Record Name
2. Play the current name
* Go back to previous menu
#. Repeat this menu

Please start recording your message after the tone. To end recording press #
3. Send Message to one or more destinations
5. Send message to a Distribution List
1. Change the Current Message
2. Listen to the current message
6. Mark your message as Urgent
7. Mark your Message as confidential
* Go back to Previous Menu
# Repeat this Menu

Please press the key corresponding to the distribution list you wish to use, from 0 to 9
#. Save this Message
*. Back to previous menu

3. To send the message to the selected distribution list
1. To select another distribution list
2. To review the selected distribution list
*. Back to previous menu
#. Repeat this menu

Prompt:: Please *enter your new Passcode then press # key. To go back to the previous menu press * key.*

1. Activate Call forwarding
2. Deactivate Call Forwarding
4. Listen to Forwarding status
* Go back to previous menu
# Repeat this menu

Note 1: Default is off and Barred International. Use Compilot to enable if required

Prompt:: *Please enter the destination digits. To go back to the previous menu press # key (hear dial tone)*

#. Confirm sending the message to distribution list "   ".
*. To Cancel