

HOW TO CHANGE THE BUSY, NO ANSWER GREETING OR EXTENDED AWAY GREETING

GREETING

Call our office at 504-865-5206 or x55206 from on campus if you have any questions.

From your campus phone, dial 81199 or dial your extension or press the voice mail soft key

From any administrative campus Phone, dial 81199

From off campus, dial 988-1199

press the * key and your five digit extension.

Enter your passcode and then press #

To access your voice mail box, press 1

To change your CommPilot express profile, press 2
To record your name, press 3
To change your passcode, press 8
To exit the voice portal, press 9
To repeat this menu, press #

The system will let you know if you have any new or saved messages

To change your busy greeting, press 2

To change your no answer greeting, press 3

To change your extended away greeting, press 4

To compose and send a new message, press 5
To go to your CommPilot voice portal press *
To repeat this menu, press the # key

To record a new **busy greeting**, press 1
To play the current busy greeting, press 2
To revert to the default system busy greeting, press 3
To go back to the previous menu, press *
To repeat this menu, press #

To record a new **no answer greeting**, press 1
To play the current greeting, press 2
To revert to the default system greeting, press 3
To go back to the previous menu, press *
To repeat this menu, press #

Note: callers cannot leave a message in your mailbox when the extended away greeting is active

To activate your **extended away greeting**, press 1
To deactivate your extended away greeting, press 2
To record your extended away greeting, press 3
To play your current extended away greeting, press 4
To go back to the previous menu, press *

