HOW TO SET YOUR VOICEMAIL BOX UP
Call our office at 504-865-5206 or x55206 from on campus if you have any questions.

If calling from your 247-1xxx, 314-2xxx, 862-3xxx, 865-4xxx, 865-5xxx, 865-6xxx, 314-7xxx or 862-8xxx number dial X55020. If calling from your 988-8xxx number, dial X81199. If calling from your 713-2xxx or 713-5xxx number, dial X21399. You can also dial your extension or press the voice mail soft key.

If calling from another 247-1xxx, 314-2xxx, 862-3xxx, 865-4xxx, 865-5xxx, 865-6xxx, 314-7xxx or 862-8xxx number other than your own, dial X55020. If calling from another 988-8xxx number other than your own, dial x81199. If calling from another 713-2xxx or 713-5xxx number other than your own, dial x21399.

If calling from off campus to access a 247-1xxx, 314-2xxx, 862-3xxx, 865-4xxx, 865-5xxx, 865-6xxx, 314-7xxx or 862-8xxx number, dial 865-5020. If calling from off campus to access a 988-8xxx number, dial 988-1199. If calling from off campus to access a 713-2xxx or 713-5xxx number, dial 713-212-1399.

When the system answers, enter the * key and your five digit extension

Enter your passcode and then press #

Follow the prompts to record your greeting and change your passcode.
HOW TO CHANGE THE GREETINGS

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

If calling from your 247-1xxx, 314-2xxx, 862-3xxx, 865-4xxx, 865-5xxx, 865-6xxx, 314-7xxx or 862-8xxx number dial X55020. If calling from your 988-8xxx number, dial X81199. If calling from your 713-2xxx or 713-5xxx number, dial X21399. You can also dial your extension or press the voice mail soft key.

If calling from another 247-1xxx, 314-2xxx, 862-3xxx, 865-4xxx, 865-5xxx, 865-6xxx, 314-7xxx or 862-8xxx number other than your own, dial X55020. If calling from another 988-8xxx number other than your own, dial X81199. If calling from another 713-2xxx or 713-5xxx number other than your own, dial X21399.

If calling from off campus to access a 247-1xxx, 314-2xxx, 862-3xxx, 865-4xxx, 865-5xxx, 865-6xxx, 314-7xxx or 862-8xxx number, dial 865.5020. If calling from off campus to access a 988-8xxx number, dial 988-1199. If calling from off campus to access a 713-2xxx or 713-5xxx number, dial 713-212-1399.

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 #

To activate or deactivate (it will ask you which) your extended away greeting, press 1
To record a new no extended away greeting, press 3
To play the current greeting, press 4
To go back to the previous menu, press *
To repeat this menu, press #

Note: Contact the Telecommunications Department at x55206 if you want to allow callers to leave a message for you when your extended away greeting is activated.
HOW TO COMPOSE AND SEND A NEW MESSAGE

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

If calling from your 247-1xxx, 314-2xxx, 862-3xxx, 865-4xxx, 865-5xxx, 865-6xxx, 314-7xxx or 862-8xxx number dial X55020. If calling from your 988-8xxx number, dial X81199. If calling from your 713-2xxx or 713-5xxx number, dial X21399. You can also dial your extension or press the voice mail soft key.

If calling from another 247-1xxx, 314-2xxx, 862-3xxx, 865-4xxx, 865-5xxx, 865-6xxx, 314-7xxx or 862-8xxx number other than your own, dial X55020. If calling from another 988-8xxx number other than your own, dial X81199. If calling from another 713-2xxx or 713-5xxx number other than your own, dial X21399.

If calling from off campus to access a 247-1xxx, 314-2xxx, 862-3xxx, 865-4xxx, 865-5xxx, 865-6xxx, 314-7xxx or 862-8xxx number, dial 865.5020. If calling from off campus to access a 988-8xxx number, dial 988-1199. If calling from off campus to access a 713-2xxx or 713-5xxx number, dial 713-212-1399.

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

Please start recording your message after the tone, when finished press #

To send the message to one or more group members, press 3
To change the current message, press 1
To listen to the current message, press 2
To mark your message as urgent, press 6
To mark your message as confidential, press 7
To go back to the previous menu, press *
To repeat this menu, press #
HOW TO RECORD YOUR NAME

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

If calling from your 247-1xxx, 314-2xxx, 862-3xxx, 865-4xxx, 865-5xxx, 865-6xxx, 314-7xxx or 862-8xxx number dial X55020. If calling from your 988-8xxx number, dial X81199. If calling from your 713-2xxx or 713-5xxx number, dial X21399. You can also dial your extension or press the voice mail soft key.

If calling from another 247-1xxx, 314-2xxx, 862-3xxx, 865-4xxx, 865-5xxx, 865-6xxx, 314-7xxx or 862-8xxx number other than your own, dial X55020. If calling from another 988-8xxx number other than your own, dial x81199. If calling from another 713-2xxx or 713-5xxx number other than your own, dial x21399.

If calling from off campus to access a 247-1xxx, 314-2xxx, 862-3xxx, 865-4xxx, 865-5xxx, 865-6xxx, 314-7xxx or 862-8xxx number, dial 865.5020. If calling from off campus to access a 988-8xxx number, dial 988-1199. If calling from off campus to access a 713-2xxx or 713-5xxx number, dial 713-212-1399.

When the system answers, enter 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 record your name, press 1**
To play the current name recording, press 2
To go back to the previous menu, press *
To repeat this menu, press #

Record your name after the tone and then press *
HOW TO CHANGE YOUR PASSCODE

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

If calling from your 247-1xxx, 314-2xxx, 862-3xxx, 865-4xxx, 865-5xxx, 865-6xxx, 314-7xxx or 862-8xxx number dial X55020. If calling from your 988-8xxx number, dial X81199. If calling from your 713-2xxx or 713-5xxx number, dial X21399. You can also dial your extension or press the voice mail soft key.

If calling from another 247-1xxx, 314-2xxx, 862-3xxx, 865-4xxx, 865-5xxx, 865-6xxx, 314-7xxx or 862-8xxx number other than your own, dial X55020. If calling from another 988-8xxx number other than your own, dial X81199. If calling from another 713-2xxx or 713-5xxx number other than your own, dial X21399.

If calling from off campus to access a 247-1xxx, 314-2xxx, 862-3xxx, 865-4xxx, 865-5xxx, 865-6xxx, 314-7xxx or 862-8xxx number, dial 865.5020. If calling from off campus to access a 988-8xxx number, dial 988-1199. If calling from off campus to access a 713-2xxx or 713-5xxx number, dial 713-212-1399.

When the system answers, enter 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 #

Please enter your new passcode, and then press #
HOW TO CHECK MESSAGES

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

If calling from your 247-1xxxx, 314-2xxx, 862-3xxx, 865-4xxx, 865-5xxx, 865-6xxx, 314-7xxx or 862-8xxx number dial X55020. If calling from your 988-8xxx number, dial X81199. If calling from your 713-2xxx or 713-5xxx number, dial X21399. You can also dial your extension or press the voice mail soft key.

If calling from another 247-1xxxx, 314-2xxx, 862-3xxx, 865-4xxx, 865-5xxx, 865-6xxx, 314-7xxx or 862-8xxx number other than your own, dial X55020. If calling from another 988-8xxx number other than your own, dial x81199. If calling from another 713-2xxx or 713-5xxx number other than your own, dial x21399.

If calling from off campus to access a 247-1xxxx, 314-2xxx, 862-3xxx, 865-4xxx, 865-5xxx, 865-6xxx, 314-7xxx or 862-8xxx number, dial 865.5020. If calling from off campus to access a 988-8xxx number, dial 988-1199. If calling from off campus to access a 713-2xxx or 713-5xxx number, dial 713-212-1399.

When the system answers, enter 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 listen to your messages, press 1
To change your busy greeting, press 2
To change your no answer greeting, press 3
To compose and send a new message, press 5
To delete all messages, press 7
To modify message deposit settings for your mailbox press 8
To go to your CommPilot voice portal press *
To repeat this menu, press the # key

Tip: You can press 7 at any time during a message to delete it.

The system will play your message(s)
To save this message, press #
To erase the message, press 7
To repeat the message, press 2
To play the message envelope, press 5
To go to the next message, press 6
For additional options, press 9
To go back to the previous menu, press *

If you don’t do anything, it will play the next message

The system will let you know when the message was recorded and who the message came from.

To reply to the current message, press 1
To forward the current message, press 2
To go to the previous menu, press *
To repeat the current menu, press #
Tips:
To bypass a greeting, press # to get to the prompt to leave a message
If you dial your own phone number and get your greeting, press * to go into your voicemail box