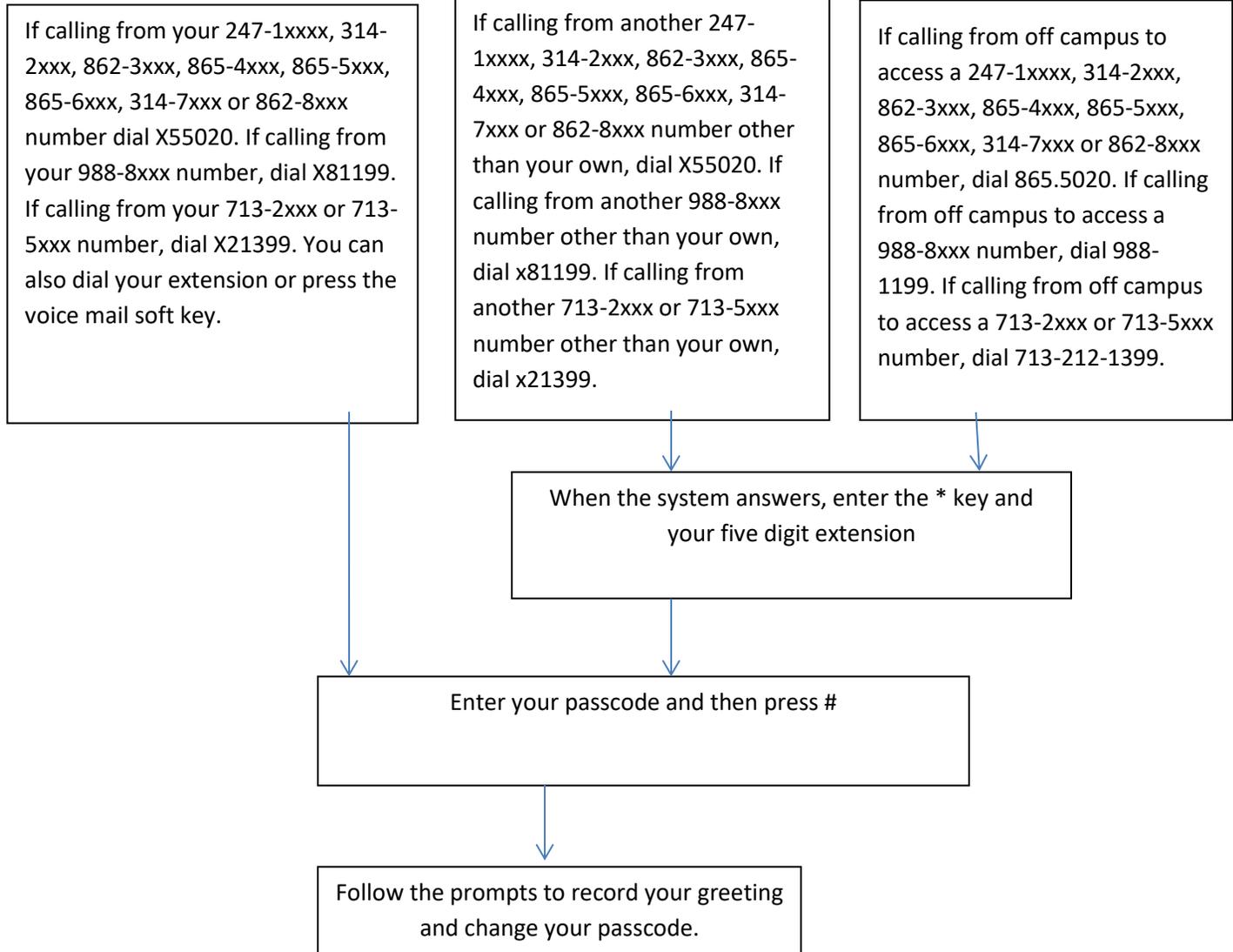


## HOW TO SET YOUR VOICEMAIL BOX UP

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



## 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 247-1xxxx, 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.

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 247-1xxxx, 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

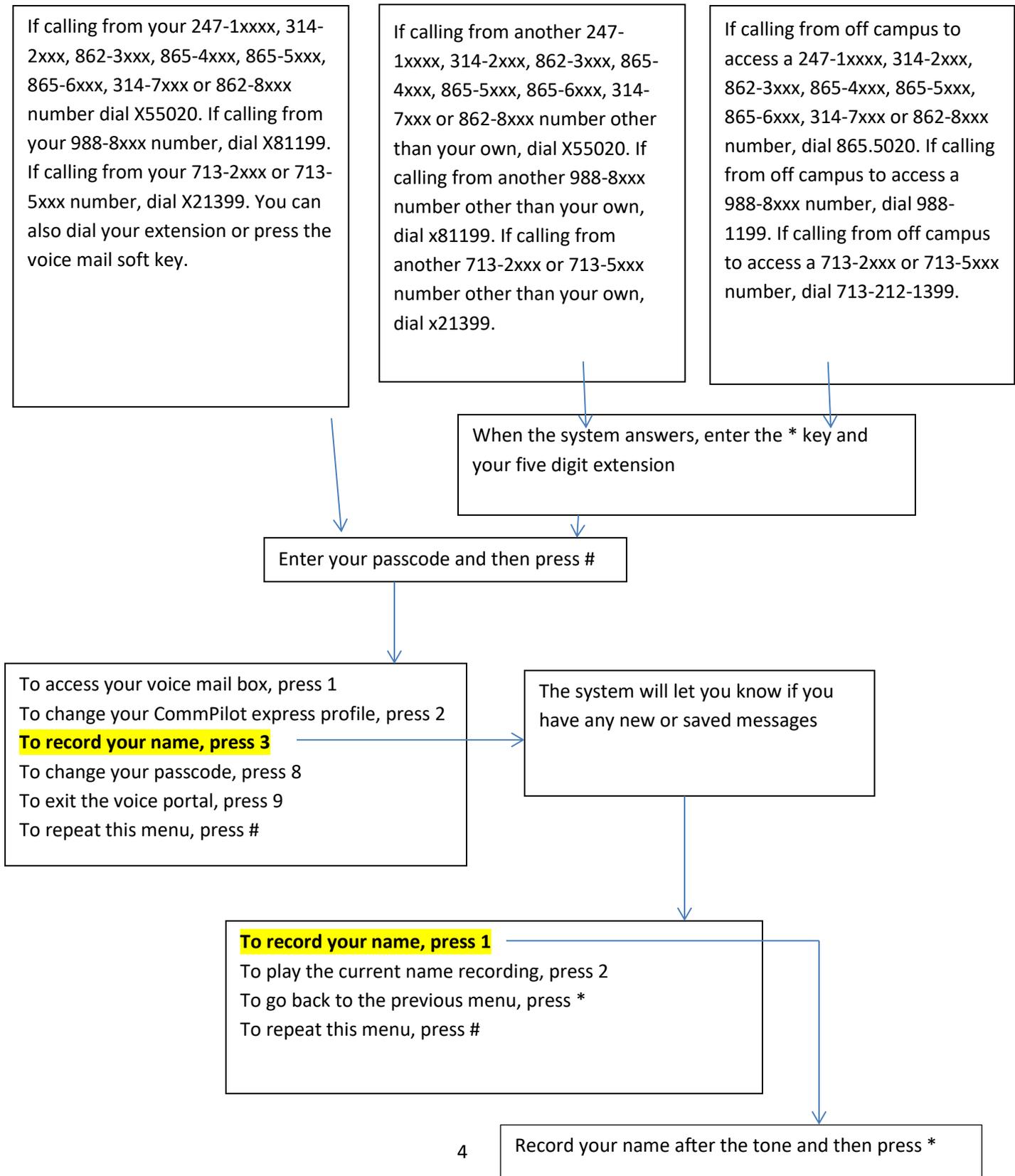
To change your busy greeting, press 2  
To change your no answer greeting, press 3  
**To compose and send a new message, press 5**  
To go to your CommPilot voice portal press \*  
To repeat this menu, press the # key

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.



## 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 247-1xxxx, 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 #

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

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

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

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 back 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