HOW TO RECORD YOUR NAME

Call our office at 504.865.5206 or x55206 from on campus if you have any questions.

From your campus phone, dial 55020 or dial your extension or press the voice mail soft key

From any administrative campus Phone, dial 55020

From off campus, dial 865.5020

When the system answers, enter your passcode. If you are not calling from your own phone, press the * key. It will ask for your 5 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 *