

HOW TO CHANGE YOUR COMMPILOT EXPRESS PROFILE

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 which profile is active

To activate your available in office profile, press 1

To activate your available out of office profile, press 2

To activate your busy profile, press 3

To activate your unavailable profile, press 4

To have no profile active at this time, press 5

To go back to the previous menu, press *

Phone will ring – callers will get your no answer greeting

Phone will not ring - callers will get your no answer greeting

Phone will not ring - callers will get your no answer greeting

Phone will not ring - callers will get your no answer greeting

Phone will ring – callers will get your no answer greeting