

Change Voicemail Greeting

How to change your voicemail greeting on your campus extension.

Step-by-step guide

1. Access the CallPilot system by dialing x5300 or pressing the "Message" button on your phone.
 - a. From off-campus, dial 219.464.5300.
2. Enter your mailbox number (four-digit extension) followed by the # key.
3. Enter your password followed by the # key.
4. Press 82.
5. Choose which greeting to change.
 - a. Press 1 for external greeting. The external greeting is played for callers originating off campus.
 - b. Press 2 for internal greeting. The internal greeting is played for calls from another campus extension.
 - c. Press 3 for temporary greeting. The temporary greeting will expire on a date and time you specify, and is heard by all callers.
 - d. If there is no internal or temporary greeting set, all callers will hear the external greeting.
6. Press 76 to delete the current greeting.
 - a. If you do not first delete the old greeting, the new one will be appended to the end of the old message.
7. Press 5 to begin recording.
8. Record greeting after the tone.
9. Press the # key to stop recording.
10. If you would like to change another greeting, repeat from step 4.
11. To exit, press 83 or hang up.



Still need help?

For additional assistance, contact the [IT Help Desk](#).

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