

Express Voicemail Messaging

Quickly send a voicemail message to another campus extension without waiting for their line to ring and play a greeting.

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 the mailbox number (four-digit extension) for which you want to record a message.
3. Press the # key.
4. Record your message after the prompt.
5. Press the # key.



Still need help?

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

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