



BCM Call Pilot Fax Guide

Record a mailbox greeting


Inform callers that they can leave fax messages in your mailbox.

- 1 Press  **9 8 1**
- 2 Press **8 2** to open the Greetings Options menu
- 3 Press the **REC** soft key or **1** followed by:
 - **PRIME** or **1** to record the Primary greeting, or
 - **ALT** or **2** to record the Alternate greeting
- 4 Press **YES** or **1** and record your greeting at the tone
Advise callers that they must call from a fax machine telephone to send a fax and to press **START/SEND** on the fax machine to begin sending
- 5 Press **OK** or **#** to end the recording
- 6 Press **OK** or **#** to accept the recording, or
- 7 Press **PLAY** or **1** to listen to the greeting, or
- 8 Press **RETRY** or **2** to re-record the greeting.
- 9 Press  to end

Receive fax messages


Transfer a fax call to your mailbox

If you answer a call and hear a fax tone:

- 1 Press  **9 8 6** and enter your mailbox number - fax message will be diverted to your mailbox



Open your mailbox

Your telephone display will indicate when a message has been received in your mailbox.



- 1 Press  **9 8 1** followed by **#**
- 2 Enter your mailbox password and press **OK** - a voice prompt announces the number of fax messages you have

Print fax messages

Assign a preset fax machine

- 1 Press  **9 8 1**
- 2 Press **8 0** to open the Mailbox Options menu then **3** to open the Fax Options menu
- 3 Display will show:
No Preset if there is no preset fax machine,
Preset Fax if a fax machine is preset - to change, press **CHNG**
- 4 Press **PHONE** or **1** to assign a full fax number, or
- 5 Press **EXT** to assign a fax extension number
- 6 Enter the fax number and press **OK** or **#**
- 7 Press **OK** or **#** to accept, then press 

Print fax messages

- 1 Press  **9 8 1** and follow the voice prompts to open your mailbox
- 2 Press **7 7** to open the Print Command menu then:
 - **MSG** or **1** to print an individual fax message
 - **NEW** or **2** to print all unprinted fax messages
 - **ALL** to print all faxes with their attachments
- 3 Select print destination:
 - **PRESET** - default printer
 - **OTHR** - to print on an alternative fax machine
 - **MANU** - recommend that this option is not used
- 4 The number of messages printed is displayed - press  to end

Fax cover page

A fax cover page prints with each fax message you print using the Preset and Other feature, showing:



- the date and time the fax prints
- the name and telephone number of the mailbox owner
- the destination fax number
- the Fax ID number (if printing a single fax message)
- the number of pages to follow

Send a fax message

Fax messages to a personal mailbox must be sent from a fax machine telephone. A voice introduction may be included - this must be at least three seconds long.

- 1 Place the document that you want to send in the fax machine and dial the recipient's CallPilot telephone number
- 2 Wait for the mailbox greeting to begin - if the person you are calling answers their telephone, ask them to transfer you to their mailbox
- 3 After the mailbox greeting plays, wait for a beep and record your introduction (optional) - do not hang up
- 4 Press **START/SEND** on the fax machine then replace the fax machine telephone handset - the session ends when the transmission is complete

Forward a fax message

- 1 Press  **9 8 1** and follow the voice prompts to open your mailbox
- 2 Press **PLAY** or **2** to play the first message or **6** until you find the message you wish to forward
- 3 Press **7 3**
- 4 Enter the mailbox number you wish to forward the fax message to and press **OK** or **#**, or
- 5 Press **NAME** or **1 1** to search the Company Directory then press **OK** or **#**
- 6 If you wish to attach a voice message, press **REC** or **5** and record your message
- 7 If you wish to attach message options, press **7 0** and select from the options displayed
- 8 Press **7 9** to send the message then press 
- ① When forwarding a fax message, a new cover page is added to the original fax message

Fax group lists

Use a Fax Group List if you frequently fax information to the same group of people. Your System Administrator can create a Fax Group List for you. When requesting a list advise:

- the names of the recipients
 - a list of the fax machine numbers
 - the Fax Group List name
- Follow the same process as forwarding a fax message to send fax group message.