

Call Pilot (voice mail)
From the computer
Company Greetings

Open Internet Explorer
Highlight Address Bar

Norstar Users (MICS/CICS)

Type in IP Address _____(example 192.168.110.10)

Type in Password _____

For BCM 50 Users and BCM 4.0

Type in IP Address _____/callpilotmanager

UserID: nnadmin

Password: PlsChgMe!

Auto Attendant (left side)

Company Greetings

Find Greeting Usually 1 Daily Greetings
Or 2 for after hour Greetings

Hit Voice (right side same line as greeting being recorded)

Connect to: Extension nearest phone (Feature *0 press intercom key – shows on display extension #)

a) Hit Record as soon as you pick up handset recording begins.

b) Record Message

c) Immediately after message hit Stop (***do not hang up***)

Hit Play to Listen, repeat steps a,b,and c until message sounds good

Hit Save when you are satisfied with the message

Hang Phone Up

Close Window and Logout

Ok

(Recommend for new employee delete old employee and then add new one)