

Call Pilot (voice mail)
From the computer
Holiday Greeting

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)

Holiday

Add

Change

Type in Name and Date (Check box if holiday appears on the same day every year)

Remember it only works for one day so if you have multiple day holidays (exp
Thanksgiving)

You would set up Thursday and a Friday as 2 different holiday with the same greeting #
thanksgiving.
(Repeat step above for each additional Holiday)

Set Each greeting Morning, Afternoon, Evening and Non Business to the same number
(preferably make the holiday greeting 20-50 and so on depending on how many you want
to set)

See Vmail Computer Company Greeting. For directions on how to set company greetings
Hit Voice on the greeting number that you chose for each individual holiday. (tip: set
each holiday with a different # then you won't have to rerecord any of the greetings.