

## **Nortel Computer Instructions (Add Mailbox)**

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 400/450

Type in IP Address:: \_\_\_\_\_/callpilotmanager

UserID: nnadmin

Password: PlsChgMe!: \_\_\_\_\_(or password that I gave you)

Add Mailbox

Type Mailbox # same as extension ( Feature \*0 press intercom key – extension number shows on display)

Mailbox type: Subscriber

Hit Submit

Type Ext # Same as Mailbox

Enter Last Name

Enter First Name

Class of Service: 7

Scroll down

Hit Submit

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