Nortel Computer Instructions (Record Company 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 400/450
Type in IP Address:: _____/callpilotmanager
UserID: nnadmin
Password: PlsChgMe!:_____(or password that I gave you)

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