Nortel Computer Instructions (Reset Mailbox Password)

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)

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 (make the holiday greeting 20-50 and so on depending on how many you want to set)

See Nortel Computer Instructions (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 rercord any of the greetings a second time.