

If you do not want your name in the Company Directory, tell your System Administrator. The Company Directory feature can be disabled by the System Administrator. If you do not know whether you have this feature, ask your System Administrator.

You can change or re-record your name in the Company Directory at any time.

To record your name in the Company Directory

- 1 Press **[*] 9 8 1**.
Follow the voice prompts or the display button options to open your mailbox.
- 2 If you use the CallPilot interface:
 - Press **[8] [2] [9]** to open the Company Directory
 - Go to step 3

If you use the Norstar Voice Mail interface:

- Press **ADMIN** or **[8]**
- Press **[1]**. This is a voice prompt and does not appear as a display button.
- Go to step 3

```
Record name?
RETRY  OK
```

```
Accept name?
RETRY  PLAY  OK
```

- 3 At the tone, record your name.
Press **OK** or **#** to end the recording.
- 4 Press **OK** or **#** to accept the recording
or
press **PLAY** or **[1]** to listen to the recording
or
press **RETRY** or **[2]** to re-record your name.
- 5 Press **[*]** to end the session.

Assigning a Target Attendant

You can assign a Target Attendant to answer calls transferred from your mailbox. The default Target Attendant for your mailbox is the CallPilot Operator. The Target Attendant can be assigned to any valid extension.

After you assign your Target Attendant, a caller who reaches your mailbox can press **[0]** to speak with the Target Attendant. If you do not have a Target Attendant assigned, callers who press **[0]** return to your mailbox.

Remember to tell callers in your greetings that if they need assistance they can press **[0]** to speak to the Target Attendant. For example, *“Please press [0] to speak to my assistant.”*

To assign a personal Target Attendant

1 Press **☎** **9** **8** **1** .
Follow the voice prompts or the display button options to open your mailbox.

2 If you use the CallPilot interface:

- Press **8** **0** to open the Company Directory
- Press **ASST** or **1** to open the Target Attendant menu
- Go to step 3

If you use the Norstar Voice Mail interface:

- Press **ADMIN** or **8**
- Press **5** to open the Target Attendant menu
- Go to step 3

```
Atdt ext: oper
CHNG          QUIT
```

```
Ext:
RETRY        OPER
```

```
Atdt ext:<xxxx>
CHNG          QUIT
```

3 Press **CHNG** or **1** to change the Target Attendant.
The **Atdt ext: oper** prompt shows that the current attendant is the CallPilot operator.

4 Enter the extension number of the new Target Attendant or press **OPER** or **0** to change the Target Attendant to the CallPilot Operator.

5 The display shows the extension you entered.

6 Press **☎** to end the session.