

---

## Chapter 8

# Broadcast and Information messages

---

### About Broadcast messages

You can send Broadcast messages if you need to send a message to every initialized mailbox on your phone system. Broadcast messages play on all mailboxes initialized with CallPilot. You can send a Broadcast message to announce meetings, special company events, and reminders. Sending a Broadcast message eliminates recording and sending the same message several times. You can change the Broadcast message address.

As the System Administrator, you are the only person who can send Broadcast messages. In order to send a Broadcast message, you must know the Broadcast message address.

- If you use the CallPilot interface **9 0 0** is the default Broadcast message address
- If you use the Norstar Voice Mail interface **9** is the default Broadcast message address



**Note:** Broadcast messages are not sent to Information or General Delivery mailboxes.

---

To send a Broadcast message you must follow the procedures that apply to the interface you use. For information about checking what interface you use refer to the *CallPilot Reference Guide*.

### To record and send a Broadcast message - Norstar Voice Mail

- 1 Press **9 8 1**.

If you are recording a Broadcast message from a set that has a mailbox, press **OTHR**.

Log:			
QUIT	RETRY	OK	

- 2 Enter the System Administrator Mailbox number and password.

0 new	0 saved		
PLAY	REC	ADMIN	

- 3 Enter the Broadcast message address.  
**9** is the default Broadcast message address.

Record message:			
RETRY	PAUSE	OK	

- 4 At the tone, record your Broadcast message and press **OK** to end your recording.

```
Accept rec?
RETRY  PLAY  OK
```

- 5 Press **PLAY** to listen to your Broadcast message before sending it or press **OK** to accept your recording or to press **RETRY** to re-record your Broadcast message. Your message is delivered to all initialized mailboxes or press **[⏮]** or **[\*]** to cancel sending the Broadcast message.
- 6 Press **[⏮]** to end the session.

## To record and send a Broadcast message - CallPilot

```
Mbox:
RETRY  OK
```

```
Pswd:
RETRY  OK
```

```
To:
NAME  SPEC  DONE
```

```
EMPTY
REC
```

```
Recording...
REREC  OK
```

```
Rec stopped
PLAY  DEL  SEND
```

- 1 Press **[⏮]** **[9]** **[8]** **[1]**.
- 2 Enter the System Administrator mailbox number and press **OK** or **#**.
- 3 Enter the System Administrator mailbox password and press **OK** or **#**. A mailbox summary is announced.
- 4 Press **COMP** or **[7]** **[5]** to enter the Compose Message option.
- 5 Enter the Broadcast message address and press **OK** or **#**. **[9]** **[0]** **[0]** is the default Broadcast message address. The Broadcast message address changes if you change the Group List leading digit.
- 6 Press **REC** or **[5]** and record the Broadcast message at the tone.
- 7 Press **OK** or **#** to end your recording or press **REREC** to erase and re-record the Broadcast message.
- 8 Press **PLAY** or **[2]** to listen to your message or press **SEND** or **[7]** **[9]** to send the Broadcast message or press **DEL** or **[7]** **[6]** to erase and re-record the Broadcast message.
- 9 Press **[⏮]** to end the session.