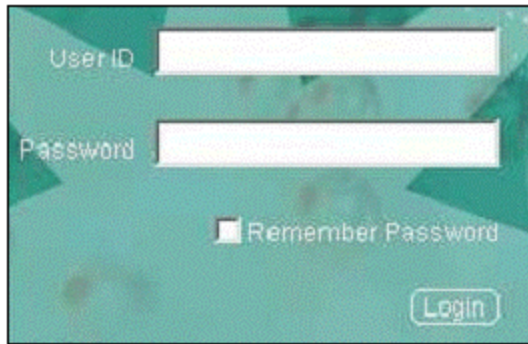


Login

1. Enter your assigned **User ID**; do not use spaces, dashes, or parentheses. Press **Tab** to go to the password text field, or click in the password text field.
2. Enter your **Password**.
3. Press the Enter key or click the **Login** button.



Remember Password

(This function is available to only some users.)

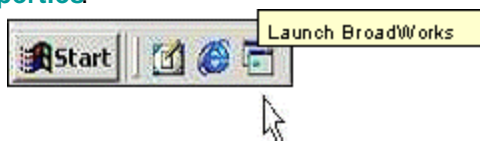
1. Check the **Remember Password** box on the login screen.
2. A cookie has now been set on your machine, allowing you to bypass the Login screen on future returns to the BroadWorks Internet address.
3. Your home page displays automatically.

NOTE: You must re-check **Remember Password** each time you change your password.

NOTE: If you have multiple logins, complete these steps only for your most frequently used login/password.

BroadWorks Quick Launch

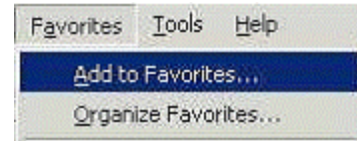
1. Follow **Remember Password** instructions.
2. Right-click on the desktop, select **New** and then **Shortcut**.
3. In the location field, enter the BroadWorks URL. Click **Next**.
4. Enter a name for the shortcut, such as 'Launch BroadWorks'. Click **Finish**.
5. Select a shortcut icon and drag it to the Quick Launch area of the task bar (typically to right of the **Start** menu button).
6. To change the icon, right-click the icon and select **Properties**.



To launch BroadWorks (both CommPilot Personal and CommPilot Call Manager windows), click the Quick Launch icon.

Add BroadWorks to Favorites

1. At the BroadWorks Login screen, choose 'Add Favorites' from the Internet Explorer **Favorites** menu.
2. Click **Apply**, then **OK**.





Auto-startup BroadWorks


These instructions apply to Windows 2000. Instructions may vary for other operating systems.

1. Follow **Add BroadWorks to Favorites** instructions.
2. Locate the start up menu path in your file structure. For Windows 2000: C:\Documents and Settings\NAME\Start Menu\Programs\ Startup, where NAME is the name of your PC.
3. From a file structure window select the **Favorites** folder, click to expose the BroadWorks bookmark, then click and hold the mouse button as you drag the menu item into the **Startup** folder. At prompt to make a selection from a menu; click **Copy here**.
4. BroadWorks starts up the next time you log into your PC.

Logout

Click  in the upper right corner of the browser window.

 **Administrators** Click the **Logout** button in the upper right corner.

 **Users** Click the **Close** button to close CommPilot Personal and leave CommPilot Call Manager open.

Browser Windows

To avoid opening web page shortcuts in the CommPilot Call Manager:

1. At the BroadWorks Login screen, choose **Internet Options** from the Internet Explorer **Tools** menu.
2. Select the **Advanced** tab.
3. Under the **Browsing** heading, uncheck 'Reuse windows for launching shortcuts'.
4. Click **Apply**, then **OK**.