Changing Voice Mail Password

To end recording............................................................................

Record your name or department and extension ..........................

While logged into Voice Mail, press ...............................................

To exit the Greetings function ........................................................

To delete a greeting after listening to it ......................................

To review current greeting ............................................................

To work with Internal Greeting ....................................................

To work with External Greeting ....................................................

While logged into Voice Mail, press ...............................................

will hear the Voice Mail greeting. If you have no internal greeting, 

Note: if you have no external greeting, callers from outside Eastern 

Recorded Greetings

PERSONALIZING YOUR VOICE MAILBOX

Recorded Greetings

Note: if you have no external greeting, callers from outside Eastern 

will hear the Voice Mail greeting. If you have no internal greeting, 

callers will hear your external greeting.

While logged into Voice Mail, press ...............................................

To work with External Greeting ....................................................

To work with Internal Greeting ....................................................

To review current greeting .........................................................

To record your greeting ..............................................................

To end recording ...........................................................................

To delete a greeting after listening to it ......................................

To exit the Greetings function .....................................................

Personal Identification of Phone Number

While logged into Voice Mail, press ...............................................

Record your name or department and extension ..........................

To end recording............................................................................
WORKING WITH MESSAGES

Forwarding Messages
After listening to message, press ................................. 73
Enter number to forward to, followed by #.............. 0 #
Repeat this step to forward to multiple numbers or distribution lists.
To delete the last number added ............................. 0 #
When you have finished adding numbers .............. #
To record your message ........................................... 5
Wait for tone and then begin speaking.
To end recording .................................................... #
To forward the message ......................................... 79

Calling the Sender
Use this function to directly call the person whose message you have just listened to.
After listening to message, press ............................ 9
Speak to individual or leave message. When finished, hang up.

Replying to Sender
Use this function to record a message to send to the person whose message you have just listened to.
After listening to message, press ............................ 71
When ready to record .............................................. 5
To stop recording .................................................... #
To send the message ............................................. 79

COMPOSING MESSAGES

Composing and Sending Messages
While logged into Voice Mail, press ......................... 75
Enter number to send to, followed by #.................. 0 #
You can repeat this step for as many phone numbers or distribution lists as you want.
To delete the last number added ............................. 0 #
When you have finished adding numbers .............. #
To record your message ........................................... 5
Wait for tone and then begin speaking.
To end recording .................................................... #
To play back your message ..................................... 2
To skip back, or replay 5 seconds ............................ 1
To skip forward 5 seconds ..................................... 3
To pause the message ............................................. #
To continue ......................................................... 2
To re-record part of a message or add to end, press 2 to review
and press 5 at the point you want to change the recording.
To delete a message entirely .................................. 76
To play message envelope (who it's going to) ............ 72
To send the message ............................................. 79

Express Messaging
Use this function to leave a message for someone else without having to log into Voice Mail first.
If you are sending a message to a
Spokane work number, dial ................................. 623-4360
If you are sending a message to a
Cheney work number, dial: ............................... 359-4360
Enter the phone number to send message to, followed by #................ ............................. #
Wait for tone, then record message. Hang up.

DISTRIBUTION LISTS

Creating a Distribution List
You can have up to 9 lists, with up to 99 numbers in each.
While logged into Voice Mail, press ......................... 85
Enter distribution list number, followed by #............ #
To create list ....................................................... 2
Review the list ...................................................... 2
Immediately after hearing the list number, press ......... 76

Using Distribution Lists
Whenever you have the option to list telephone extensions to send to, enter a single digit Distribution List, followed by #.

Changing or Deleting Distribution Lists
Note: You must delete the list and create a new one.

Available Tags
Urgent ........................................ Urgency announced to recipient
Private ........................................ Cannot be forwarded by recipient
Timed ........................................ you specify when to send message
Acknowledgement ......................... you receive confirmation when recipient plays message
Standard .................................. what Voice Mail uses when no tag is specified
Note: Economy tag is not available at Eastern.

TAGGING MESSAGES

Tagging a Message
After composing message, press ......................... 70
For Urgent tag .................................................. 1
For Standard tag ............................................. 2
For Private tag ............................................... 4
For Acknowledgement ................................. 5
For Timed delivery ........................................ 6
Enter number for current month, day, hour, and minutes,
each followed by #............................................. #
Press 1 for A.M. or 2 for P.M.
To send the message ....................................... 79

Tagging Shortcut
To tag message without waiting for prompts, press 70
Immediately followed by tag number.
For example to tag a message Urgent press .................. 701

Removing a Tag
Note: to “remove” an Urgent tag you must change it to Standard.
After composing and tagging message, again press .................. 70
Urgent to Standard ........................................ 2
Private to Not Private ...................................... 4
Acknowledgement to Not Acknowledged ................. 5
Timed Delivery to No Timed Delivery ..................... 6