CCT VOICEMAIL AND MESSAGING INSTRUCTIONS

LOG-IN from ANY Tribal EXT.
1. Press Msg Key or dial 7000
2. Enter mailbox number plus #
3. Enter password plus #

Remote Access from Outside Phone
1. Dial your number example 509-634-2241
2. When your greeting starts press 81
3. Enter your mailbox number plus #
4. Enter your password plus #

RECORD A GREETING
1. Follow log-in steps above
2. Press 82
3. Press 1 for External Greeting
4. Press 2 for Internal Greeting
5. Press 5 wait for tone then speak
6. To review press 2
7. Press # to stop recording
8. To delete press 76
9. Log off by pressing 83

Your external greeting is what callers from outside of the Colville Confederated Tribes telephone system will hear.
Your internal greeting is what callers from within our organization will hear.

PERSONAL VERIFICATION
1. Follow log-in steps above
2. Press 82
3. Press 9 for Personal Verification
4. Press 5 then wait for tone to start recording
5. To review press 2
6. Press # to stop recording
7. Press 76 to delete
8. Press 83 to log off

Your personal verification is used in your greetings and addressed messages, and in express messaging.

TEMPORARY GREETING
1. Follow log-in steps
2. Press 82
3. Press 3 for temporary greeting
4. Press 5 to start recording
5. Press # to stop recording
6. Press 2 if you want to review
7. Press 76 to delete your greeting
8. Press 83 to log off

When you record a temporary greeting, tell your callers the times or dates of your absence, and when you will retrieve your messages. You can set the month, day and time for the greeting to expire. IF you don't set an expiry date, the temporary greeting will stay in effect until you delete it

PLAY YOUR MESSAGES
1. Follow log-in steps
2. Press 2
3. To stop press #
4. To resume playback, press 2
5. To play go to next message press 6
6. To go to Previous message press 4
7. To disconnect press 83 or hang up

While Playing a message:

- ➢ Press 1 to skip back 5 seconds; press 3 to skip forward 5 seconds.
- ➢ To play message slower press 2-1; to play message faster press 2-3.
- ➢ Press 2-4 to play a message softer; press 2-6 to play the message louder
- ➢ To pause a message press #, to resume press 2.

DELETE YOUR MESSAGES
1. Press 76 to delete
2. To restore press 6 prior to disconnecting then press 76

FORWARD MESSAGE
1. After listening to the message press 73
2. Enter mailbox number then press #
3. After you are done entering mailboxes press # again.
4. Press 5 to record an introduction
5. Press # to stop recording
6. Press 79 to send message

EXPRESS MESSAGING
1. Dial 7001
2. Enter mailbox number then press #
3. At the tone record your message, then hang up

HELP

Press * at anytime for help

CONTACT SENDER (4 digit only)
To contact a sender press 9. Speak to the person or leave a message, then hang up.

REPLY TO A MESSAGE
1. To reply to a message, press 71
2. To start recording press 5
3. To stop recording press #
4. Press 79 to send the message

REPLY TO ALL RECIPIENTS
1. Press 74
2. Press 5 to record a reply
3. Press # to stop recording
4. Press 79 to send it

COMPOSSING A MESSAGE
1. Follow log-in steps
2. Press 75
3. Enter a list of recipients separated by #
4. Press # again when you've entered all desired recipients
5. To cancel a recipient press 0 then #
6. To start recording press 5
7. To stop recording press #
8. To play the message press 2
9. To add options to the attachment press 70 then press
   - ➢ 5 for acknowledge
   - ➢ 6 for timed delivery
   - ➢ 7 add attachment

10. Press 79 to send message

CHANGING PASSWORD
1. Follow log-in steps above. Press 84
2. Enter old password plus #
3. Enter new password plus #
4. Enter new password again plus #
5. Press 83 to log off

Remote VM Access
When calling from another ext.
1. Dial 7000

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