Record Easy Attendant
From Any Telephone
Quick Reference Guide

Northland COMMUNICATIONS

To record announcements from any telephone, you will log into the voicemail system using your Easy Attendant access number and EAS pin, which was provided by Northland's System Administrator.

TO RECORD FROM ANY ACCOUNT PHONE:

+ Press the **VM** Key or dial ***99**.

NOTE: If the Mailbox information has been set to Fast Login and/ or Skip Pin on the Account Phone you are using, press ***** to enter the Easy Attendant access number and pin.

+ Enter your Easy Attendant access number and press **#**.
+ Enter the **EAS Pin** and press **#**.

NOTE: The first time you log on, you will be prompted to change your EAS Pin.

+ Press 1 to change your Easy Attendant Configuration (turn on/off).
    + Press 2 to edit announcements. System advises which announcements are not recorded.
    + Follow the voice prompts to select which announcement to record.
    + Begin recording at the tone.
    + When finished recording, press # and the recording will play back.
    + Press 1 to save the recording.
    + Press 2 to re-record.
    + Press 3 to exit without saving changes.
    + Press 4 to continue recording where you left off.

TO RECORD FROM ANY EXTERNAL PHONE:

+ Dial **(315) 671-0031**.
+ Enter the Easy Attendant access number and press #.
+ Enter the EAS Pin and press #.

NOTE: The first time you log on, you will be prompted to change your EAS Pin.

+ Press 1 to change your Easy Attendant Configuration (turn on/off).
    + Press 2 to edit announcements. System advises which announcements are not recorded.
    + Follow the voice prompts to select which announcement to record.
    + Begin recording at the tone.
    + When finished recording, press # and the recording will play back.
    + Press 1 to save the recording.
    + Press 2 to re-record.
    + Press 3 to exit without saving changes.
    + Press 4 to continue recording where you left off.

IMPORTANT: WHEN FINISHED WITH ALL RECORDINGS, TURN ON YOUR EASY ATTENDANT:

+ Press ***** to return to the Main menu.
+ Press **1** to turn on the Easy Attendant.

Need support? Connect with us at www.northland.net/support or
Dial 4357 (HELP) or 315-671-6262 to speak to a Northland Representative