

USING MIX 20/20

INTRODUCTION

MIX 20/20 provides members with 24-hour access to information from Regional, District, and Local Councils. Using a touch-tone phone, you will be able to hear important news and local announcements by union officials. From time-to-time, you may be asked to take a survey allowing you to provide feedback on important subjects.

Your Council has instituted MIX job dispatching. You will be able to access and/or update information such as Out of Work status and Out of Work date. Please contact your local administrator to update your telephone numbers, Work Areas, and Skills for which you are certified. If you are a member in "ARREARS," the system WILL NOT dispatch you.

In addition, if you miss a job call, and the position is still open, you can accept the job by calling the MIX line at 1 (800) 236-5113.

This brief worksheet gives instructions for using the basic features of MIX 20/20 and includes: Designating yourself as Out-of-Work, how to hear your current skills, and how to hear Council and Local Area news. MIX 20/20 uses voice prompts and recorded messages to let you choose the desired menu options. To access other features of MIX, simply listen to the voice prompts and make the desired selections.

DIALING IN

Using a touch-tone phone, dial the MIX 20/20 toll-free number. (800) 236- 5113 You will hear...

"Welcome to MIX 20/20..."

"Please enter your Member ID:"

Enter the numeric portion of your UBCJA Member ID. (Example: U-5555-4444) Remember, enter **NUMERICAL** characters only.

The first time you use MIX, you must use the last 4 digits of your social as your PIN. Then you will be asked to choose a new PIN – You may use any four-digit number except for the last 4 digits of your Social Security Number.

You can change your PIN at any time, but if you forget it, you'll need to have it reset by the Administrator.

"Now Enter Your PIN:"

Enter your four-digit PIN in the spaces above.

Once you've logged in successfully, MIX will repeat your name, member dues status and your primary phone number. If any of this information is incorrect, contact your Administrator immediately.

MAIN MENU

MIX 20/20
Toll Free Number:
1 (800) 236-5113

1. **Job Dispatch** – You will need to know the Job ID number to be able to hear details and accept or decline a job. Please jot it down when you hear the job details.
2. **Council & Local News** – News Items are stored in Categories much like folders; you can hear a listing of News Categories by pressing the pound (#) key.
3. **Out of Work Status** – If you are currently out of work, this option renews your OOW status for another 30 days. You can also remove yourself from the OOW list however your Administrator will be notified.

If you are not currently working, this option places you on the OOW list as of today.

You must renew your out of work status every 30 days to be considered for Job Dispatch.

4. **Member Information** – Allows you to perform the following tasks:
 - a. Change PIN
 - b. Review Telephone Numbers
 - c. Review OOW Lists/Work Areas
 - d. Update OOW Status
 - e. Review Skill Codes/work areas

MIX 20/20 DISPATCH

OUT OF WORK LISTS

Out of work lists usually designate the type of work or geographic area you have selected for potential employment. Depending upon Council rules, you may belong to one or more OOW lists. If a particular job does not fill using it's primary list, MIX can search for members of alternate (rollover) lists.

SKILL CODES

Designate the particular skills or qualifications you have obtained. Skill codes are administered by your Council Office.

DISPATCH CALL ORDER

You are called according to exact Council Rules. Generally, the member possessing the required skills, with the earliest out of work date (measured to the second), on the primary out of work list, is called first. Followed by other members on the primary list. Once the primary list is exhausted, calls proceed to rollover lists.

PRIVACY MANAGER

MIX 20/20 is not compatible with the privacy manager feature offered by many local telephone companies. Because it is an automated system, MIX callouts may not reach you within the allotted time. If you use Privacy Manager, make sure you authorize calls from MIX 20/20 Caller ID. (800-236-5113) Contact your Local Telephone Company for details.



EASTERN MILLWRIGHT REGIONAL COUNCIL

**To speak with a Council
Representative, please call**

Local 219
215-569-2558

Local 443
304-422-1593

Local 715
908-497-9050

Local 1121
617-254-1655

Local 1163
315-671-0672



Tahoe Interactive Systems



“Message Center”

Introduction to MIX 2020

