



RECORDING YOUR PERSONAL GREETING

To record your greeting

Dial **563 > 61 > #** > Record your greeting > Hang up when finished.

To erase your greeting

Dial 563, dial 66.

RETRIEVING YOUR MESSAGES

Message indication - You will hear a broken dial tone when you lift the hand piece. If the handset has a message waiting lamp this will be flashing.

To retrieve your message dial **557**. (To repeat dial **#3**, To Save dial **#2**, To delete dial **#1**)

When retrieving your messages you may be asked to enter a password. This is your personal password and must be 5 digits long. If you wish to use this facility for security it must be enabled by a system engineer.

FORWARDING CALLS TO YOUR PERSONAL MESSAGE

To forward calls

Dial 554 > Dial a single digit for forward type > dial #

FORWARD TYPES:

1 - **UNCONDITIONAL** (Calls automatically routed to VMIBE greeting. Your phone will not ring)

2 - **BUSY** (Calls will only route to your VMIBE greeting when you are on a call)

3 - **NO ANSWER** (Calls will only route to your VMIBE greeting when you do not answer)

4 - **BUSY/NO ANSWER** (Combination of 2 & 3)

To remove your forward

Dial **554 > #**.

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