



### 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 handset. 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 > #**.