



RECORDING YOUR PERSONAL GREETING

To record your greeting

Press the **[TRANS/PGM]** button and select option **[6] ANNOUNCEMENT** followed by option **[1] REC USER GREETING**.

2. You will be prompted to press **#** to record your greeting
3. When you have finished recording press **HOLD/SAVE** or **OK** button when finished.

To erase your greeting

Press the **TRANS/PGM** button, select option **[6] ANNOUNCEMENT** followed by option **[6] ERASE USER GREETING**

FORWARDING CALLS TO YOUR PERSONAL MESSAGE

To forward calls

1. Press the **[SPEAKER]** button.
2. Press the **[DND/FWD]** button or FWD softkey
3. Dial a single digit for the forward type (See Below).
4. Dial **#** for VMIBE

To remove your forward

Press the **[SPEAKER]** button, press the **[DND/FWD]** button and 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 & 1)

RETRIEVING YOUR MESSAGES

If you have a message your **CALL BK** button will be flashing and the handset display will show that there is a new message.

1. Press the **[CALL BK]** button
2. You will hear the message number prompt followed by the Time & Date Stamp.
3. To delete the message press the **[CONF]** button.
4. To save the message you are listening to press the **[HOLD/SAVE]** button.
5. To repeat the message press the **[CALL BK]** button
6. To forward the message to a colleague either dial a **FLEX KEY** with the number or the recipient programmed under it or dial their extension number (**NOTE: you can press the SOFT KEY with ADD above it to record an additional message before forwarding a message**)
7. To rewind the message use the **SOFT KEY** with **REWIND** above it to skip back in the message
8. To initiate a call to the original caller press the **SOFT KEY** with **CALL BACK** above it.

Free Manuals Download Website

<http://myh66.com>

<http://usermanuals.us>

<http://www.somanuals.com>

<http://www.4manuals.cc>

<http://www.manual-lib.com>

<http://www.404manual.com>

<http://www.luxmanual.com>

<http://aubethermostatmanual.com>

Golf course search by state

<http://golfingnear.com>

Email search by domain

<http://emailbydomain.com>

Auto manuals search

<http://auto.somanuals.com>

TV manuals search

<http://tv.somanuals.com>