

VMIBE

User Guide for ipLDK 20/NEXER/50/100/300/300e



RECORDING YOUR PERSONAL GREETING

At a Keyphone :

1. 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***

At an ordinary telephone :

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

To erase your greeting :

Dial 563, dial 66.

FORWARDING CALLS TO YOUR PERSONAL MESSAGE

At a Keyphone :

1. Dial **554** and then move to step 4 or:
 2. Press the **[SPEAKER]** button.
 3. Press the **[DND/FWD]** button.
4. Dial a single digit for the forward type (See Below).
5. Dial **#** for VMIBE

To remove your forward:

*Press the **[SPEAKER]** button, press the **[DND/FWD]** button and Dial **#** (Alternatively dial 554, #)*

At an ordinary telephone :

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

To remove your forward :

*Dial **554 > #**.*

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)

RETRIEVING YOUR MESSAGES

At a Keyphone :

If you have a message your **CALL BK** button will be flashing. On 4 or 8 button phones that do not have this button the **MSG** light will be alight, display phones will show that messages are waiting in the display.

1. Press the **[CALL BK]** button or dial **557**
2. You will hear the message number prompt followed by the Time & Date Stamp.
3. To delete the message press the **[CONF]** button. (Dial **#1** if you don't have this button).
4. To save the message you are listening to press the **[HOLD/SAVE]** button or dial **#2**.
5. To repeat the message press the **[CALL BK]** button or dial **#3**.
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: On 16 and 24 button phones you can press the SOFT KEY with ADD above it to record an additional message before forwarding a message**)
7. On a 16 or 24 button phone it is possible to use the **SOFT KEY** with **REWIND** above it to skip back in the message
8. On a 16 or 24 button phone it is possible to initiate a call to the original caller by pressing the **SOFT KEY** with **CALL BACK** above it.

At an ordinary telephone :

If you have a message you will hear broken dial tone when you lift your handset. You may also have a message waiting lamp on your telephone.

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. All messages will be date and time stamped. If you wish this stamping to be disabled this must be done by a system engineer.

SETTING YOUR PASSWORD

At a Keyphone :

1. Press the **[TRANS/PGM]** button and select option **[3] AUTH CODE MOBILE EXTENSION** followed by option **[1] AUTH CODE REGISTER**.
2. Dial a 5 digit password and press the **[HOLD/SAVE]** or **[OK]** button.

1. *To change your password :*
2. *Press [TRANS/PGM] > Dial 32 > Dial existing 5 digit password > Dial new 5 digit password > Press [HOLD/SAVE].*

At an ordinary telephone :

Dial **563** > Dial **31** > Dial a 5 digit password > Press your **[RECALL]** button.

To change your password :

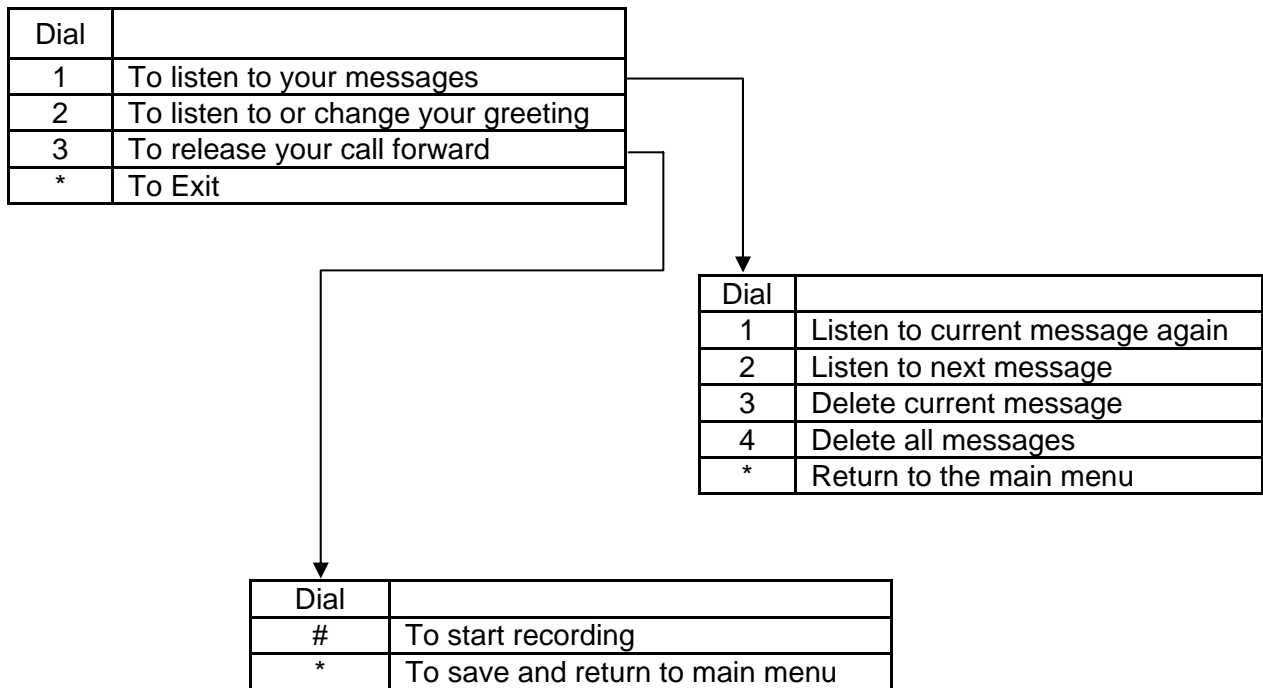
Dial 563 > Dial 32 > Dial existing 5 digit password > Dial new 5 digit password > Press [RECALL] button

REMOTE ACCESS

To access your messages remotely from the office. Dial your own DDI number, or have the operator transfer you to your own extension.

When you hear your own personal greeting dial *, dial your 5 digit password when prompted.

The system will then tell you if you have any messages. From this point you have access to the menu shown below.



It is not possible to copy (forward) messages when using remote access.