



## VMIBE

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

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## 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 :*

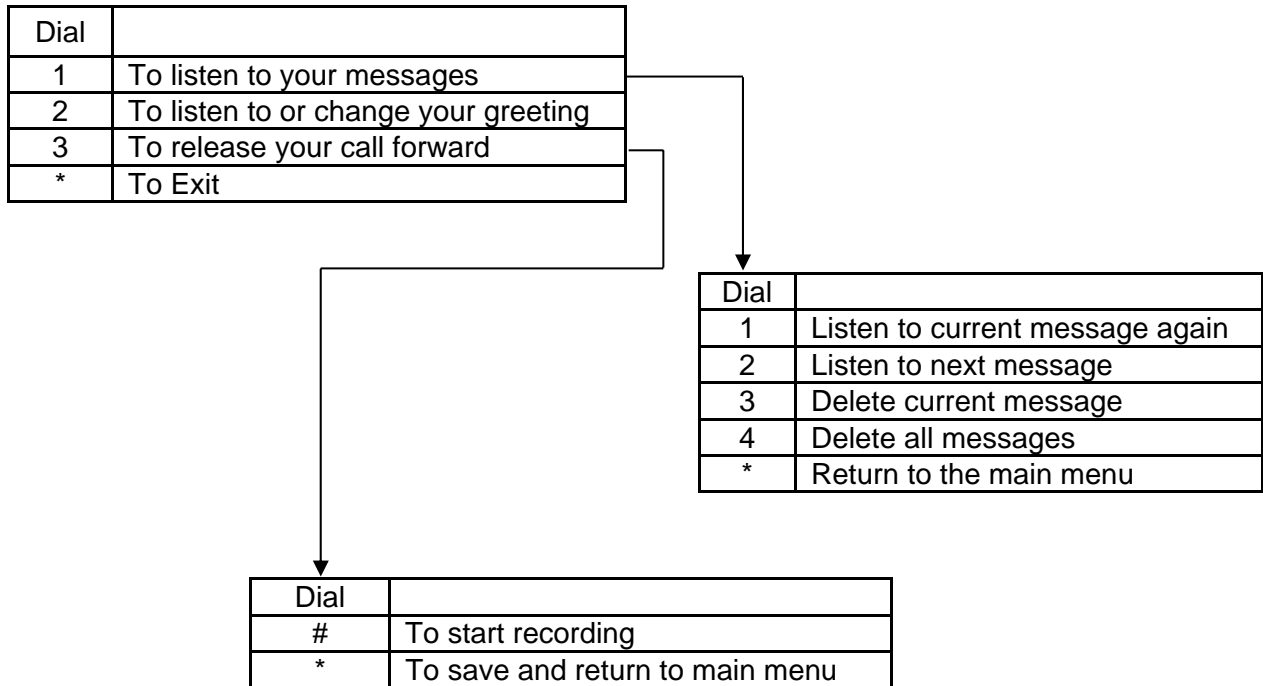
*Dial 563 > Dial 32 > Dial existing 5 digit password > Dial new 5 digit password > Press [RECALL] button*

**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.*

