

ARIA 24, 130, 300 & 600 – VMIB INSTRUCTIONS

Recording your greeting

- Press **Trans/Pgm** button and dial **61**
- Press **#** button to record your greeting after hearing confirmation tone
- Press **Hold/Save** button to finish recording.

Delete your greeting

- Press **Trans/Pgm** button and dial **66**

To Activate Call Forward to VMIB

- Dial **554**
- Dial Call Forward type:
 1. **Unconditional**
 2. **On Busy**
 3. **No Answer**
 - ④ **Busy/No Answer**
- Dial **#**
- Confirmation tone is heard

To Deactivate Call Forward to VMIB

- Dial **554#**

To Listen to Messages

- Press Flashing **Callback** button to listen (**557**)
- Press **Hold/Save** button to save message, and hear next
- Press **Callback** button to repeat current message (**557**)
- Press **delete** button to delete current message (**#1**)

delete
↓
soft key

music on hold

Retrieving Messages from Outside Office (Remotely)

To access your voicemail messages from outside the office, you must set up an authorisation code.

Setting up Authorisation Code

- Press Trans/Pgm 3
- Dial 1 (Authorisation Register)
- Dial 5 Digit Code
- Press Hold/Save

Dialling into Voicemail

- Dial Direct Indial Number or call main office number & be transferred to your extension
- When you hear your voicemail greeting, press the * key
- You will then be asked to enter your password or authorization code
- Enter your 5 digit authorization number

Now choose one of the following options:

- Dial 1 to retrieve messages
- Dial 2 to listen or change recorded greeting
- Dial 3 to release call forward to VMIB
- Dial # to exit

Remote Access Codes

- Dial 1 to listen to messages
- Dial 2 to listen to next message
- Dial 3 to delete current message
- Dial 4 to delete all messages