

Recording your personal greeting:

At a Keyphone

1. Press the **TRANS/PGM** button and select option 6 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**.
* To erase your greeting press TRANS/PGM, select option 6 followed by option 6 (Erase)

At an ordinary telephone

Dial 563 then 61 then #. Record your greeting and hang up. To erase your greeting dial 563 then 66

Forwarding your calls to your personal message:

1. Dial 554 then dial the digit that corresponds to the forwarding type required (see below)
2. Dial #
3. To remove the forward dial 554 then #

Forward types:

- 1 = Unconditional (calls will be routed to your message. Your phone will not ring)
- 2 = Busy (Calls will only route to your message when you are on a call)
- 3 = No Answer (Calls will only route to your message 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 flash. If your telephone doesn't have a **CALL BK** button, the message light will flash

1. Press **CALL BK** or dial 557
2. You will hear the message number prompt followed by the time & date stamp.
3. To delete, press **CONF** or dial #1
4. To save the message press **HOLD/SAVE** or dial #2
5. To repeat the message press **CALL BK** or dial #3

At an ordinary telephone:

When you have a message, you will hear broken dial tone on lifting the receiver.

To retrieve the message dial 557 (to repeat, dial #3, to Save dial #2 and to delete dial #1)

Setting your password: This must be done by the user to ensure the security of the system

At a Keyphone

4. Press **TRANS/PGM** and select option 3, followed by option 1
5. Dial a five digit password then press **HOLD/SAVE** or **OK**

To change the password:

Press **TRANS/PGM**, dial 32, dial your existing password, dial a new five digit password then press **HOLD/SAVE**

At an ordinary telephone

Dial 563, then 31, then dial a five digit password, then press **RECALL**

To change the password, dial 563, then 32, then dial your existing password, then your new password, then press **RECALL**