



Video Greetings & Video/Voicemail Set-up Guide

The first time you access your mailbox enter 1234, after which you can define your 4-digit access code.



Recording a **Busy Greeting** video message

1. Press the 'Mail' button on the front of your Videophone
2. Enter your 4 digit access code and press **#**
3. Press **2** to set up your Busy Greeting video message
4. After the tone record your video message, paying attention to the self-view box at the bottom left of the screen to ensure you are aligned properly
5. Press **#** when you have finished recording your message
6. When you are satisfied with your message, simply hang up

Retrieving your videomail

1. Press the 'Mail' button on the front of your Videophone
2. Enter your 4 digit access code and press **#**
3. Press **1** to retrieve your videomail message(s)
4. If you have mail, you will be notified whether you have voice or video messages

NOTE: You can listen to and view your videomail via MyACN, as well as email your messages. You can also choose to have all your messages automatically forwarded to another email address by selecting that option via MyACN.

Recording a **No Answer Greeting** video message

1. Press the 'Mail' button on the front of your Videophone
2. Enter your 4 digit access code and press **#**
3. Press **3** and then press **1** to set up your No Answer Greeting video message
4. After the tone record your video message, paying attention to the self-view box at the bottom left of the screen to ensure you are aligned properly
5. Press **#** when you have finished recording your message
6. When you are satisfied with your message, simply hang up

Leaving a videomail message

1. Your Videophone will automatically default to recording mode. The screen will be black and display the following text: "Video Recording in Progress"
2. While leaving your video message, pay attention to the self-view box to ensure you are aligned properly

Recording and sending videomail

1. Press the 'Mail' button on the front of your Videophone
2. Enter your 4 digit access code and press **#**
3. Press **5** to record and send a new videomail message
4. After the tone record your video message, paying attention to the self-view box at the bottom left of the screen to ensure you are aligned properly
5. Press **3** to send your message to one or more recipients
6. When prompted, enter the phone number of each recipient followed by the **#** key
7. Press **#** again to send your videomail

Leaving a voicemail message

1. Although the phone automatically defaults to videomail you can choose to leave a voicemail message
2. To leave a voicemail message, press the 'Privacy' button on your phone.
3. Although you will still see yourself on the screen, the person receiving the message will only see the ACN logo