

# Video Call Mailbox Quick Guide



visionnet®

## Need Help?

If you have any questions please call us!

<b>Visionnet Help Desk:</b>	<b>234</b>
National:	1800 284 336
International:	+61 (3) 8420 4109
Email:	support@ivision.com.au
<b>General Information:</b>	www.visionnet.com.au

## ACTIVATE YOUR ACCOUNT

1. Type <http://www.visionnet.com.au/videomail> in your browser.
2. Enter your previously assigned Visionnet Video System Phone # and Temporary Password and click "Enter" to log in.
3. Click "Settings."
4. Enter the email address where you would like Video Mail notifications sent.
5. Click "Submit."
6. Click "Change Password" and enter a new password.
7. Click "OK"

*Your account has now been activated.*

## RECORD PERSONAL GREETINGS

### Record A New Greeting:

1. Dial 9900 from your Video Conferencing System and access the Mailbox Menu.
2. Press 2 for "Customise Settings" and wait for the Welcome Message Menu.
3. Press 2 to record your greeting.
4. When finished recording press "1" to end your recording and wait for the Welcome Message Menu.
5. Press 1 to review your greeting and wait for the Welcome Message Menu.
6. Press 4 to exit to the Main Menu.

### OR to use the Default (Original) Greeting:

1. Dial 9900 from your Video Conferencing System
2. Press 2 to review your existing greeting.
3. Press 3 if you would like to use the Default (Original) Greeting
4. Press 4 to exit to the Main Menu.

### To Change the Existing Personal Greeting

1. Dial 9900 from your Video Conferencing System
2. Press 2 to review your existing greeting.
3. Press 2 to re-record your greeting
4. When finished Press 1 to end your recording.
5. Press 4 to exit to the Main Menu.

**NOTE:** On some Video Conferencing systems, you may need to Press # or \* to Access the remote control's keypad functions. If you move the camera during operation (when viewing or recording messages) you may have to re-press the # or \* key to access the remote control's keypad functions.

## VIEW YOUR VIDEO MESSAGES

### From Your Video Conferencing System:

1. Dial 9900 from your Video Conferencing System
2. Follow the on-screen menu to Review, Save or Delete your Video Messages.

### From the Internet:

1. Type <http://www.visionnet.com.au/videomail> in your browser.
2. Enter your numeric alias, and your password.
3. Click "Enter" to log in. The screen will show whether or not you have "New" and/or "Old" Video Messages.
4. Click "View" to watch your Video Messages. Once viewed, new messages will be automatically transferred into the "Old Video Messages" section of the screen.
5. Click "Delete" if you wish to delete the highlighted message.
6. Exit the website when finished.

**NOTE:** While viewing Video Messages, you may use the following keys on the remote control:

#1 - Returns to the information on Caller ID, Date and Time of the current message.

#2 - Stops playback and takes you to the next message, if one exists. If you do not have any additional messages you will be returned to the menu screen.

#3 - Stops playback and returns to the menu screen.

## CALLER INFORMATION

Callers Contacting you via a Video Conferencing system have an option to hang up or leave a message. Once a caller has completed/ended their recording, they can hang up/disconnect the call which sends the message automatically or they may select from one of the following options on the Main Menu:

1. Watch Message
2. Record New Message
3. Exit. Pressing 3 to exit will also send the Video Message.

*Again, if the caller hangs up/disconnects the call, the Video Message will be sent automatically.*

**NOTE:** While a caller is viewing your greeting, they may Press #1 to skip your greeting (Video Playback) and return to the Main Menu.