

Putting a Temporary Greeting on Your Voice Mail

Leaving a Temporary Greeting

1. Dial Voicemail
 - a. From your desk, dial 8555.
 - i. Enter your password when asked.
 - b. Away from SCOE, dial 524-2605.
 - i. Enter your 4 digit phone number for mailbox
 - ii. Enter your password.
2. Press 0 for Mailbox Options
3. Press 4 for Temporary Greeting.
4. Record your message at the beep, and press # to stop recording.
 - a. Press 2 to listen to your greeting.
 - b. Press 1 to accept the greeting.
 - c. To delete and re-record, press 3, then press # to stop recording.
5. When done, hang up.

Removing the Temporary Greeting

Unlike our old system, Voicemail does NOT remind you that you have a temporary greeting. You need to remember that it's there, and remove it.

1. Dial voicemail.
2. Press 0 for Mailbox Options
3. Press 4 for Temporary Greeting.

At this point, Voicemail tells you that you have a temporary greeting that overrides your standard greeting.

 - a. Press 2 to erase your temporary greeting.
4. When done, hang up.