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.