

# Create a Temporary Voicemail Greeting

A Temporary greeting could be used, for example, if you are going on vacation or will be out of the office for a while and want to inform people not to expect a return call anytime soon. If it enabled a temporary greeting will always be played instead of your “busy” or “unavailable” greetings. Using a temporary greeting avoids having to change your normal unavailable greeting when you leave and when you come back.

## Record / Enable a Temporary Greeting

1. Login to your voicemail box by pressing the voicemail key on your telephone or dialing \*123.
2. Enter your PIN then press #
3. Select option 0 Mailbox Options
4. Select option 4 to record your Temporary Greeting
5. Follow the prompts to record your message.
6. Press 1 to accept the recording

All callers will now hear your temporary greeting when reaching your voicemail.

You may exit the voicemail system by hanging up.

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