

EXTENDED ABSENCE GREETING PROCEDURE

Description:

This procedure is to be used to record an Extended Absence Greeting. An Extended Absence Greeting is recommended when you will be away from your phone for a period of time and will not be able to respond to the messages left. The caller will hear the Extended Absence Greeting until it is deleted, and then the normal personal greeting is restored. To record an Extended Absence Greeting, follow the procedure below.

Procedure:

To RECORD an Extended Absence Greeting:

Dial 415-8000, listen to prompt, enter # or * to enter your VM box number.
Enter 5-XXXX, your VM number.
Enter your password, listen to the prompt.
Press 4, for personal options, listen to prompt.
Press 3, for greetings, listen to prompt.
Press 2, for Extended Absence Greeting, listen to prompt.
At the tone; record your Extended Absence Greeting, press # when finished Recording.
Select one of the following:
Press 1 to re-play the new greeting.
Press * to re-record the new greeting.
Press # to save the new greeting.
Press * to exit personal options.
Press * to exit your mailbox.

To VERIFY your Extended Absence Greeting is correct:

Dial 415-8045, Enter 5-XXXX (your mailbox number). You should hear your Extended Absence Greeting.

To RESTORE your normal personal greeting:

Dial 415-8000, listen to prompt, enter # or * to enter your VM box number.
Enter 5-XXXX (your mailbox number).
Enter you password, listen for prompt.
You will be asked if you want to retain your Extended Absence Greeting.
Press 2 to Delete the Extended Absence Greeting.
Your normal personal greeting will automatically be restored.
Press * to exit your VM box.

To VERIFY your normal personal greeting is correct:

Perform the same steps identified above in the procedure "To Verify that your Extended Absence Greeting is correct."