

# **How to Record an Alternate Voicemail Greeting**

## **(also known as Out-of-Office Greeting)**

This process will assist you in setting up an Alternate Greeting on the new voicemail system.

The Alternate Greeting is also known as the Out-of-Office Greeting and in the new voicemail system also covers the Busy, Holiday and Internal greeting options.

The Alternate Greeting is one that you can record as an alternative to your Standard Greeting. This is handy for advising people who call you that you are on leave or working away from the office for a short period of time for instance. It means that your Standard Greeting remains recorded within the voicemail system and you can switch between the two when required without having to re-record your Standard Greeting.

Follow this procedure to set up your Alternate Greeting:

1. Pick up the handset and press the Messages button (7942 model) or MSGS (7911 model).
2. Enter your 6 digit pin followed by #.
3. Press 4 for Set up options.
4. Press 1 to change Greetings.
5. If offered, press 2 for Australian English. (I note this is not always offered.)
6. Press 3 to Edit Other Greetings.
7. Press 3 to edit Alternate Greeting. (This is the Out-Office-Message)
8. Press 1 to record or re-record the Alternate greeting and then press # when done.
9. Press 3 to Turn on the greeting.
10. Press 1 to set up an End Date and Time or press # for no End Date.
11. Press \* to Exit.
12. Hang up.