Out of Office Greeting

In order to record your **Out of Office Greeting**, you will need to access the **_Phone Manager_**.

To access Phone Manager:

1) Dial **7 0 0 0,** when prompted, enter your security code.
2) Immediately press **3** for Phone Manager.

After entering Phone Manager, you will be given other options including Personal Options:

Press **1** for **Personal Options**

After entering Personal Options, you can access the following:

Press **3** to record a *Personal Greeting*
Press **3** to record the *Out of Office Greeting*
Follow the prompts.

NOTES:
When you finish recording the Out of Office Greeting, it will automatically be enabled. This greeting will remain active until you disable it. You can disable it at any time by simply logging into your mailbox. The first option will be to remove or to continue the greeting.

After removing (disabling) your Out of Office Greeting, your original Personal Greeting will be automatically re-enabled.

You can also call the system administrator to request that the ability for messages to be left in your mailbox be suspended while the Out of Office Greeting is active. Call upon your return to resume receiving messages.