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How to Change Your Out-of-Office Greeting

If you plan on being away for an extended period of time (*e.g., vacation or holiday*), you may want to set up your phone's Out-of-Office Greeting to let others know that you are currently away. The following instructions will walk you through setting up and managing your Out-of-Office Greeting. If you need further assistance, please contact the IT Help Desk.

Create a New Out-of-Office Greeting (Option One)

1. From your desk phone, dial 1771.
2. Enter your security code when prompted.
3. Press '3' for Phone Manager options.
4. Press '6' to begin the process of recording your Out-of-Office Greeting. You will be prompted to start recording your message after the tone.
5. Press any button to stop or end the recording.
6. To save your recording, press '5'. If you wish to re-record your message, press the '*' button to go back to the previous menu. (You can then press '6' again to begin recording.)
7. You will be told that the message has been saved and that the Out-of-Office Greeting function has been activated. (Callers will receive the recording from this point forward.) You may now hang up the call.

Create a New Out-of-Office Greeting (Option Two)

1. Dial 1771 from your desk phone.
2. Enter your security code.
3. Press '3' for Phone Manager options.
4. Press '1' to select Personal Options.

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5. Press '3' to select the "record a personal greeting" option.
6. Press '3' once more to begin the process of recording your Out-of-Office Greeting. You will be prompted to start recording your message after the tone.
7. Press any button to stop recording.
8. To save your recording, press '5'. (If you wish to re-record your message, press the '*' button to go back to the previous menu.)
9. You will be told that the message has been saved and that the Out-of-Office Greeting function has been activated. (Callers will receive the recording from this point forward.) You may now hang up the call.

Turn Off Your Out-of-Office Greeting

1. From your desk phone, dial 1771.
2. Enter your security code when prompted.
3. You will be told that your Out-of-Office Greeting is active. To turn it off, press '4'.

Change, Create, or Discard an Out-of-Office Greeting

1. Dial 1771 from your desk phone.
2. Enter your security code.
3. Press '3' for Phone Manager options.
4. Press '1' to select Personal Options.
5. Press '3' to select the "record a personal greeting" option.

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6. Press '3' again to access your Out-of-Office Greeting options.
 - To discard your current recording, press '4'.
 - To record a new greeting, press '2'.
 - To turn on the Out-of-Office Greeting function with your current recording, press '5'.