

## Recording and Setting Your Out of Office Greeting

Setting your Out of Office greeting prohibits callers from leaving a voice message. If you would like callers to be able to leave a message, you must record a new Standard Greeting found here:

<https://its.union.edu/sites/default/files/standard-greeting.pdf>

### **From On-Campus:**

1. Dial 6688 from your desk phone. (Make sure you are on the same line as your voice mailbox #. If you have a 9xxx mailbox, press \* then # and enter your mailbox number when prompted)
2. Enter your security code when prompted.
3. You are now at the main menu, Press 4 and then 6 to begin recording your Out of Office greeting (Inform callers they will not be able to leave a voice message).
4. Press any key to end recording.
5. To save your out of office greeting you must press #.
6. Hang up and your out of office greeting is enabled.

Note: You must login to your voice mailbox to remove your out of office greeting. When you login, you will be prompted to press 4 to remove your out of office greeting.

### **From Off-Campus:**

1. Dial 518-388-6688.
2. Press # when you begin to hear the automated voice. (This overrides the system and allows you to enter your mailbox number)
3. Enter your mailbox number when prompted.
4. Enter your security code when prompted.
5. You are now at the main menu, Press 4 and then 6 to begin recording your Out of Office greeting (Inform callers they will not be able to leave a voice message).
6. Press any key to end recording.
7. To save your out of office greeting you must press #.
8. Hang up and your out of office greeting is enabled.

Note: You must login to your voice mailbox to remove your out of office greeting. When you login, you will be prompted to press 4 to remove your out of office greeting.