



Recording and Setting Your Alternate Greeting

Setting your Alternate (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: [Standard Greeting](#)

From On-Campus:

1. Dial 6688 from your desk phone/Jabber. (Make sure you are on the same line as your voice mailbox #. If you have a 9xxx mailbox, press * and enter your mailbox number when prompted followed by #)
2. Enter your PIN when prompted followed by #.
3. You are now at the main menu, press 4, 1, 3, then 3 to begin recording your alternate greeting (Inform callers they will not be able to leave a voice message).
4. Press # to end recording.
5. To turn on your alternate greeting, press 3 and then #.
6. You may hang-up to end your call.

Note: You must login to your voice mailbox to remove your alternate greeting. When you log in, you will be prompted to press 2 to remove your alternate greeting.

From Off-Campus:

1. Dial 518-388-6688.
2. Press # when prompted.
3. Enter your mailbox ID (number) when prompted followed by #.
4. Enter your PIN when prompted followed by #.
5. You are now at the main menu, press 4, 1, 3, then 3 to begin recording your alternate greeting (Inform callers they will not be able to leave a voice message).
6. Press # to end recording.
7. To turn on your alternate greeting, press 3 and then #.
8. You may hang-up to end your call.

Note: You must login to your voice mailbox to remove your alternate greeting. When you log in, you will be prompted to press 2 to remove your alternate greeting.