Avaya Phone System
Temporary Voicemail Greeting

To setup a temporary voice mail greeting follow the instructions below:

1. Log in to your mailbox.(dial 4000, then enter your extension and password at the prompts).
2. Press 3 to select personal greetings. If you have selected any call types, you hear an announcement that lists the call types and the greeting assigned to that call type. For example you would hear "For internal calls greeting 1 active".
3. Press 4 for administer call types. You hear a message to confirm the call types that are currently identified.
4. Press 9 for a temporary greeting.
5. Press 1 to record your temporary greeting. Speak after the tone.
6. Press # when you have finished recording your message.
7. Enter the number of days that you want the greeting to be active and press # when finished.
   • If the number of days selected is between 1 and 30, the greeting is active for the selected number of days.
   • When the number of days has expired your temporary greeting no longer works.
   • If the number of days selected is 0, the selected greeting is your permanent greeting for all voicemail calls. The temporary greeting replaces the system default greeting.
8. You will hear an announcement stating that your temporary greeting is active and the number of days that the greeting will remain active.
9. Press # when you have finished to return to the greetings menu.

When you next log in to your mailbox and select your personal greetings you will hear an announcement "your temporary greeting is active for X days". You can:
   • Press 1 to deactivate or remove your temporary greeting.
   • Press # to leave the temporary greeting active.