

Delete a Temporary Voicemail Greeting

A Temporary greeting could be used, for example, if you are going on vacation or will be out of the office for a while and want to inform people not to expect a return call anytime soon. If it enabled a temporary greeting will always be played instead of your “busy” or “unavailable” greetings. Using a temporary greeting avoids having to change your normal unavailable greeting when you leave and when you come back. Once you return, you will want to remove the Temporary Greeting using the procedure below.

Delete / Disable a Temporary Greeting

1. Login to your voicemail box by pressing the voicemail key on your telephone or dialing *123.
2. Enter your PIN then press #
3. Select option 0 Mailbox Options
4. You will be prompted that you have a temporary greeting in place.
5. Select option 4 to record your temporary Greeting
6. Press 2 to erase your temporary greeting

Your Temporary Greeting will be removed, and callers will now hear your standard voicemail greeting.

To exit the voicemail system, hang up.