

Tuesday TechTip:

'Tis the Season:

Sickness, holiday gatherings, vacations, conferences, whatever it is you may find yourself out of the office and away from your phone. Check out the quick tips below to take charge of your phone during these absences.

Change your greeting:

A greeting is a great way to provide additional information to caller, such as when they may expect a return call, office hours, who to call for immediate assistance, a special message, etc. Follow the steps below to update your greeting.

1. Log into your voicemail.
2. Press **4** for setup options.
3. Press **1** for greetings & transfers.
4. Press **1** to change greetings. Your standard greeting will be played (you may press **#** during the playback to advance to the end of the message).
5. Press **1** to re-record your greeting.

Change your greeting from Off-campus:

You may also change your greeting from off-campus. To do so:

1. Dial your own 7 digit number (875-xxxx) or 875-7700.
2. When the recorded message begins, press the ***** key.
3. When asked for an ID enter your 4 digit telephone extension followed by the **#** key.
4. When asked for password, enter your password followed by the **#** key.
5. Press **2** to access your mailbox.
6. Press **4** to access the *Setup Options*.
7. Press **1** to access *Greetings*.
8. Follow the prompts as needed.

Checking messages from off campus:

Did you know when you are away from the office, you may access your voicemail?
To do so,

1. Dial your own 7 digit number (875-xxxx) or 875-7700.
2. When the recorded message begins, press the ***** key.
3. When asked for an ID enter your 4 digit 4 digit telephone extension followed by the **#** key.
4. When asked for password, enter your password followed by the **#** key.
5. Press **2** to access your mailbox. Press **1** for new messages OR Press **3** to hear old messages.
6. Follow prompts as needed.