

Temple University
School of Communications and Theater
Office of Information Technology
1J Annenberg Hall
comminfo@temple.edu

Procedure for Changing Your Voice Mail Message

All employees are required to change their voice mail message when they take vacation. This is to indicate the day(s) they are to be away and to tell callers who to contact in their absence.

- After entering your voice mail password, press the 4 key
- Then press the 3 key
- Then press the 1 key
- Then press the 2 key
- Then press the 1 key
- This will take you to the prompts to change your message
- Upon your return from vacation, follow the same instructions to record a regular message to be put back on your voice mail. (You will have to remember to do this yourself. Put a post-it note on your phone before you go.)

Procedure for Setting Up a Temporary Vacation Voice Mail Message

If you do not want to replace your regular voice mail message, you can set up a temporary vacation voice mail message called an "extended greeting".

- After entering your voice mail password, press the 4 key
- Then press the 3 key
- Then press the 2 key to create an extended absence greeting. Be sure to tell callers how long you will be gone and who to contact in your absence.

The greeting temporarily replaces your regular message; it will not erase or replace it. When you check your voice mail again, you will be prompted to remove the extended absence greeting and restore your original greeting.