

## **McFarland School District Voicemail: Alternate Greetings Setup Instructions**

This document will demonstrate how to make and activate a custom greeting. This is useful in situations like a vacation or extended leave of absence.

\*\*\*\*You must have your voicemail box setup and working first. If you have not yet done this, go to Tips from Technology under Staff Area on the district website, then locate the link for Voicemail Setup Instructions. \*\*\*\*

To begin, dial 4500 from your desk phone and enter your password.  
At the main menu press 8 “U” for user options. Once you are in the user options menu press 4 “G” to change greetings. Then press 6 “O” to record a custom greeting.

Press 1 to record a custom greeting. You will need to choose a two digit title for your custom greeting. (01-99) For example, I chose “VA” (82) for my vacation message. It does not matter what two digits you choose, as long as you can remember them.

Once you choose your two-digit title, press 2 to record a new greeting. Once you finish press pound and the greeting will play back. Once you are satisfied with your greeting press 1 to accept greeting. Congratulations, you now have a custom greeting!

### **TO ACTIVATE YOUR CUSTOM GREETING:**

Once your custom greeting has been made and saved, you are ready to activate the greeting for use.

Begin by dialing 4500 at your desk and logging into your mailbox using your password.

At the main menu press 8 “U” for user options. Once you are in the user options menu press 4 “G” to change greetings. Then press 6 “O” to record a custom greeting.

Press 2 to set active greeting. Next, enter your two-digit title for your custom message you chose when recording the greeting. Your custom greeting is now set!

### **TO DEACTIVATE AND RETURN TO NORMAL GREETING:**

When you no longer need your custom greeting, and you would like to return to your standard greeting, begin by dialing 4500 and logging into your mailbox.

At the main menu press 8 “U” for user options. Once you are in the user options menu press 4 “G” to change greetings. Then press 6 “O” to record a custom greeting.

Press 2 to set active greeting, then press 0 (zero) to deactivate custom greeting. Your custom greeting is now deactivated. Your normal greeting is now active.