How Do I Setup Voice Mail For Vacation?

How to...

For voice mail, you have two options. You can either change your greeting, or change your greeting and shut off your mailbox.

If you plan on checking your messages while you?re away, or to review them upon return, you may want to take the first option. Remember, however, that new messages will only remain in your mailbox for 15 days, and then will be deleted. If you have a "zero-out" option in use on your phone, it will remain active during the time you?re gone.

To change your voice mail greeting, use the following steps:

- Press 3 after logging on to your voice mail.
- Press 1 to create a new greeting. Assign the new greeting a different number than you are currently using.
- Record your greeting, and press # when finished.
- Press 1# to make your new greeting active for all calls.

To switch back to your normal message when you return from vacation:

- Press 3 after logging on to your voice mail.
- Press 3 to activate your normal greeting.
- When prompted, enter your normal greeting number and press #.

Changing your greeting and shutting off your mailbox may be the better option if you will not be checking messages, will be gone longer than 15 days without checking messages or you do not want to give the caller the option of leaving a message. If you have a "zero-out" option in use on your phone, it will remain active during the time you?re gone.

To change your greeting and shut off your mailbox, follow the instructions listed above, plus:

After logging on to your voice mail:

- Press 5 from Main Activity Menu.
- Press 7 for category to turn on/off mailbox.
- Press 1 to turn on/off mailbox.

For information or assistance with voice mail, contact ITS Voice Services at 3-7778.

Need to setup Email for Vacation too, Click Here http://www.uni.edu/vacation [1]

If you need additional assistance please contact the Computer Consulting Center (CCC) at (319) 273-5555. The CCC is located in Room 36 ITTC Building. Consultants are available to provide hands-on assistance daily Monday through Friday during University Business Hours.

Links:
[1] http://www.uni.edu/vacation