

# Recording your out of office greeting

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1. To record your Out of Office greeting, press the button for **Mode** on your phone and select **Out of Office** and press the **OK** button.
  2. Log into your voicemail by pressing  +  + **Password** +  . If you do not have a password, enter the default password *1234*.
  3. From the voicemail Main Menu, press **7** to access Mailbox Options.
  4. Press **6**.
  5. Record your name and press **#**.
  6. Choose one of the following options:
    - To accept your name recording, press **#**
    - To review your name recording, press **1**
    - To re-record your name, press **2**
    - To delete this recording, press **3**
    - To cancel, press **\*** (star).
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